

PEOPLE'S PLACE

Leave Policy

Approved By: Board of Directors
Review/Revision Date: 12/01/2021

I. PURPOSE

This policy provides guidelines that ensure that the agency administers leave time consistently and in accordance with all local, state and federal regulations.

II. POLICY STATEMENT

It is the policy of People's Place to comply with all mandated regulations regarding leave time and to give consideration to all employee leave requests.

III. APPLICATION

This policy applies to all People's Place staff.

IV. DEFINITIONS

- A. Leave request - a verbal or written request by an employee for time off. All verbal requests will be followed by a written request within 48 hours of the employee's return to work.
- B. Paid leave - time off for which the benefited employee will be paid if sufficient leave time is accrued.
- C. Unpaid leave - time off for which the employee will not be paid.
- D. No Pay Status- no compensation or leave accrual during a pay period.
- E. Vacation leave - paid time off which is to be used only after it is accrued and approved.
- F. Sick leave - paid time off which is used only after it is accrued for an employee or immediate family illnesses and/or medical appointments.
- G. Agency holiday – paid days off selected by administration.
- H. Bereavement leave - paid time off for benefited employees after the death of a family member.
- I. Military leave - unpaid time off for employees to complete required military service.
- J. Jury duty leave - paid time off for benefited employees to complete their required jury duty service. Employee will keep checks received from jury duty to cover incidental expenses incurred.
- K. Family Medical Leave– See exhibit B
- L. Worker's Compensation - partial compensation for employee due to illness or injury related to employment.
- M. Immediate family - children (biological children, step children, foster children, adopted children and children whom you are a legal guardian), parent, spouse and/or domestic partner who resides in the employee's household for the last 12 months.

IV. DEFINITIONS (continued)

- N. Personal leave - two days per calendar year of paid leave granted to benefited employees hired prior to 1/1/03.
- O. Floating holidays - paid days off selected by benefited employees.

V. STANDARDS

- A. Time off must be approved in advance unless advance notice is not possible, in which case notice must be given as soon as possible thereafter.
- B. All time off requests must be in writing utilizing the Leave Request Form.
- C. Sick and vacation leave must be accrued prior to it being used.
- D. Employee must use all eligible paid leave prior to requesting unpaid leave.
- E. Employees that are in a no-pay status will not accrue leave and will not receive paid holidays.
- F. Leave without pay must be approved in advance when possible by the Executive Director or designee. Leave without pay will only be approved when it is:
 - Job protected leave
 - Leave that was negotiated as a condition of employment upon hire
 - Leave without pay occurs during the first pay period the employee works for the agency

Unapproved leave without pay shall result in disciplinary action up to and including termination.

- 1st Occurrence of leave without pay will result in a written memo to the employee
 - 2nd Occurrence of leave without pay will result in the employee being placed on 90 day disciplinary probation and a 90 day restriction of vacation leave for vacation purposes
 - 3rd Occurrence will result in termination of employment
- *If leave without pay occurs within six months of the previous occurrence the next step in disciplinary action will be taken.
- G. Sick leave can only be used when an employee is ill or has a medical appointment or a member of the employee's immediate family is ill and is in need of care or has a medical appointment that requires assistance.
 - H. Sick leave will only be granted for the length of the appointment and reasonable travel time to and from the appointment. Verification of a medical appointment and/or medical inability to work should include the following:
 - Health care providers name
 - Date of appointment
 - Date to return to work
- * For immediate family members verification must include the amount of time the family member requires care.

V. STANDARDS (continued)

- I. Administration will monitor leave usage for discerning patterns of misuse. If a pattern of misuse is identified the employee’s supervisor will be notified. Action may include but is not limited to:
 - Disciplinary action up to and including termination
 - Job modification including changing the job status from full-time to part-time
- J. Bereavement leave of up to three (3) days will be granted following the death of spouse, domestic partner living in the same household, parent, step-parent, parent-in-law, grandparent, step-grandparent, grandparent-in-law, child, step-child, grandchild, step-grandchild, sibling, sibling-in-law, step-sibling or a relative who is living in the same household. One (1) day bereavement leave will be granted for all other family members. Employees may be asked to submit verification.
- K. Military leave will be granted to all employees called to service upon verification of military orders.
- L. Family Medical Leave begins on the 15th consecutive day of a qualifying absence. All Family Medical Leave request are to be directed to Human Resources. Employees who anticipate or are experiencing a serious health condition, experience the birth or adoption of a child, who have a family member with a serious health condition for whom they are required to provide care for, or need military family contact Human Resources.
- M. People’s Place FML period is defined as a rolling 12-month period measured backward from the date the employee uses FML.
- N. Employees are required to record FML hours when paid leave is used or when the employee is approved for LWOP (leave without pay).
- O. Whenever an employee claims an illness or injury is related to employment, Human Resources must be notified immediately. An incident report must be submitted to Human Resources by the Supervisor at the time of the injury in order for insurance information to be completed.
- P. Holiday time may not be used prior to the occurrence of the holiday.

VI. PROCEDURES

A. Vacation / Personal Leave / Floating Holidays

<u>Individual Responsible</u>	<u>Action</u>
Employee	1. Requests appropriate leave in writing on Leave Request Form and submits to supervisor.
Supervisor	1. Approve/disapprove leave request. 2. Gives the original leave request form to the employee and forwards a copy to Payroll.

VI. PROCEDURES (continued)

B. Sick Leave

<u>Individual Responsible</u>	<u>Action</u>
Employee	<ol style="list-style-type: none">1. Requests sick leave using the leave request form and submits to supervisor.2. Any employee who is requesting leave under the Family Medical Leave Act must notify their supervisor and Human Resources. See exhibits B and C for more information and procedures in regards to FML.3. Sends verification of medical appointments and/or medical inability to work to Human Resources.
Supervisor	<ol style="list-style-type: none">1. Forwards sick leave request to Administration. If leave is requested via telephone a leave request form must be completed when the employee returns to work.2. Contact Human Resources immediately if the leave may be FML.
Administration	<ol style="list-style-type: none">1. Payroll will review leave request.2. All verification of medical appointments and/or inability to work will be kept in the employee's medical file.

C. Bereavement Leave

<u>Individual Responsible</u>	<u>Action</u>
Employee	<ol style="list-style-type: none">1. Requests appropriate leave.
Supervisor	<ol style="list-style-type: none">1. Approves/disapproves leave.2. Forwards a copy of leave request to Payroll.3. May request the obituary or funeral notice.

D. Military Leave

<u>Individual Responsible</u>	<u>Action</u>
Employee	<ol style="list-style-type: none">1. Requests appropriate leave.2. Attaches copy of military orders to request.
Supervisor	<ol style="list-style-type: none">1. Approves request.2. Forwards copy of leave request to Payroll.

VI. PROCEDURES (continued)

E. Jury Duty Leave

Individual Responsible

Action

Employee

1. Requests appropriate leave.
2. Attaches copy of summons to request.

Supervisor

1. Approves request or request deferment.
2. Forwards copy of leave request to Payroll.

F. Family Medical Leave/Military Family Leave- See Exhibit C

VII. REFERENCES

- A. Benefits Policy
- B. Exempt Employee Payroll Document
- C. Probation Policy

VIII. EXHIBITS

- A. Leave Request Form
- B. Employee Rights & Responsibilities under the Family Medical Leave Act
- C. Family and Medical Leave Procedures
- D. Family Medical Leave Certification of Health Care Provider Forms
- E. Bereavement