

# PEOPLE'S PLACE

## Leave Policy

Approved By: Board of Directors  
Review/Revision Date: 7/21/2009

### 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. Vacation leave - paid time off which is to be used only after it is accrued and approved.
- E. Sick leave - paid time off which is used only after it is accrued for an employee or immediate family illnesses and/or medical appointments.
- F. Agency holiday – days (8 hours) off selected throughout the year usually coinciding with state and/or federal holidays.
- G. Bereavement leave - paid time off for benefited employees to attend funeral services for certain family members and other designated significant others.
- H. Military leave - unpaid time off for employees to complete required military service.
- I. 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.
- J. Family Medical Leave– See exhibit B
- K. Worker's Compensation - partial compensation for employee due to illness or injury related to employment.

#### **IV. DEFINITIONS** (continued)

- L. Immediate family - children (biological children, step children, foster children, adopted children and children whom you are a legal guardian), spouse and/or domestic partner residing in the employee's household for the last 12 months.
- M. Personal leave - two days per calendar year of paid leave granted to benefited employees hired prior to 1/1/03.
- N. Floating holidays - non-state holidays granted to a benefited employee hired prior to 1/1/03. No more than fifteen (15) total state and non-state holidays may be taken per year.

#### **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. Employees that are in a no-pay status will not accrue leave and will not receive paid holidays.
- E. Unpaid leave must be approved in advance when possible by the Executive Director or designee. Unapproved leave without pay shall result in disciplinary action up to and including termination.
- F. 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.
- G. 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.
- H. 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
- I. Bereavement leave of up to three (3) days will be granted to attend funeral services or attend to personal affairs related to 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 living in the same household. One (1) day bereavement leave will be granted to attend funeral services for all other family members. Employees may be asked to submit verification.

**V. STANDARDS (continued)**

- J. Military leave will be granted to all employees called to service upon verification of military orders.
- K. Any employee requests for leave due to a serious health condition, a family member's serious health condition, the birth or adoption of a child, or military family leave must contact Human Resources. Family Medical Leave begins on the 15th consecutive day of a qualifying absence.
- L. Employee must use all eligible paid leave prior to requesting unpaid leave. People's Place FML period is defined as a rolling 12-month period measured backward from the date the employee uses FML.
- M. Employees are required to record FML hours when paid leave is used or when the employee is approved for LWOP (leave without pay).
- N. 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.
- O. Holiday time may not be used prior to the occurrence of the holiday.
- P. Benefited employees hired prior to 1/1/03 will receive two (2) personal days per calendar year.

**VI. PROCEDURES**

**A. Vacation / Personal Leave / Floating Holidays**

<b><u>Individual Responsible</u></b>	<b><u>Action</u></b>
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.

**B. Sick Leave**

<b><u>Individual Responsible</u></b>	<b><u>Action</u></b>
Employee	1. Requests sick leave using the leave request form and submits to supervisor. Any employee who is requesting leave under the Family Medical Leave Act must notify their supervisor. See exhibits B and C for more information, procedures and a request form for FML. 2. Sends verification of medical appointments and/or medical inability to work to their supervisor.

**VI. PROCEDURES (continued)**

**B. Sick Leave**

<u>Individual Responsible</u>	<u>Action</u>
Supervisor	<ol style="list-style-type: none"><li>1. Forwards sick leave request and verification to Administration. If leave is requested via telephone a leave request form must be completed when the employee returns to work.</li><li>2. If an employee is out three days notify Human Resources immediately.</li></ol>
Administration	<ol style="list-style-type: none"><li>1. Payroll will review leave request.</li><li>2. All verification of medical appointments and/or inability to work will be kept in the employee's medical file.</li><li>3. Human Resources reviews all sick leave requests for determination of Family Medical Leave or Worker's Compensation classification.</li><li>4. Notifies employee of determination.</li></ol>

**C. Bereavement Leave**

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

**D. Military Leave**

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

**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 and Medical Leave Request Form
- E. Family Medical Leave Certification of Health Care Provider Form