

PAID PERSONAL TIME OFF

PURPOSE

To provide a means for employees to secure limited time off when such time is needed for bereavement, and jury duty.

SCOPE

This policy applies to all permanent employees of The Center for Family and Child Enrichment.

POLICY

The Agency grants various types of paid leave to permanent employees as follows:

Personal Leave Day. One (1) day leave per year for "personal business" and/or religious observance is provided. This day shall not be added to vacation time except with the approval of the Executive Director. The definition of "year" is the calendar year.

Bereavement: In the event of death of a member of an employee's immediate family, The Center for Family and Child Enrichment grants up to three working days, with pay, to handle family affairs and attend the funeral. Immediate family is defined as spouse, children, parents, grandparents, brothers and sisters, mother-in-law or father-in-law. Bereaved staff members must provide documentation of death of immediate family member, including relationship to the deceased.

Jury Duty: Employees are encouraged to accept their responsibility for jury duty. All CFCE employees are eligible for this benefit. Employees who are absent from work in order to serve on a jury or to testify, as a witness under subpoena shall be excused from duty with pay. The foregoing shall not apply to the principals (or litigants) in any legal action.

Educational Leave. Leave for study for professional development according to the needs of the Agency may be granted with or without pay to an employee only upon approval by the CEO. While on leave for study, the staff member retains seniority.

PROCEDURE

Personal Leave may be taken on any regular scheduled workday, mutually convenient to the employee and his/her assigned unit. Unit Supervisors may require as much as five days advance request of the date of intended use by an employee.

Employees seeking to be excused for jury duty shall present official notice of jury duty or the subpoena to their department and obtain a certificate of Jury Duty Attendance from the Jury Pool Supervisor for those employees serving on a jury. Employees testifying for state, county or other official government jurisdiction will be excused from duty with pay. Jury fees shall be retained by employees. Work responsibilities should be maintained as much as possible, and salary will continue during such service. In addition, employees on jury duty may retain the fee paid for such service. Jury duty shall not affect the vacation period. Documentation of completed jury duty, including actual number of days served as affirmed by the Court, must be provided by employees. Employees will continue to be covered under all insured benefits plans while they are on paid personal time off. Personal Leave with pay in excess of three (3) days will be determined by the CEO on the basis of individual circumstances

Anyone seeking educational leave must present a request in writing within 30 days of commencement of classes or conference to the CEO through the immediate supervisor and must include degree or training sought and how it will enhance job performance and the Agency.

Personal Leave is not compensable if not taken during the leave year and cannot be accrued or transferred from one calendar year to the next.

An employee who has been employed for one year or more, and who has exhausted all leave benefits may request family and medical leave without pay to a maximum of six (6) months. A request for leave should be given at least thirty (30) days in advance. The Agency is obligated to re-instate the employee

to a position comparable to that, which was vacated, with pay at the prevailing rate, at such time as suitable vacancy occurs in the staff.