

BEREAVEMENT LEAVE/OTHER LEAVE

PURPOSE

The purpose of this policy is to provide guidelines for Bereavement and /or other types of leave (except FMLA/OFLA).

POLICY

1. Bereavement leave

In the event of the death of an immediate family member, one to five days of paid bereavement may be provided to a full-time or part-time employee who has completed 90 calendar days of service. Criteria for the amount of time approved includes a variety of factors, including but not limited to, out-of-town travel and responsibility for handling funeral arrangements. "Immediate family" is defined as the employee's spouse / life partner, parents, grandparents, child, grandchild, sibling or parent-in-law. At the discretion of the Chief Executive Officer, up to two days may be allowed for a death of other family members; this includes son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt or uncle. In the event of the death of a significant other, close personal friend or relative, not previously named, the employee may request up to two days of Vacation/Holiday or leave without pay in the absence of adequate Vacation/Holiday. The Chief Executive Officer must approve such leave barring any unusual operating requirements. With the Chief Executive Officer's approval, personal time off may be used as necessary.

Bereavement leave pay is calculated based on the base pay rate at the time of absence. It will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

In the event of a death in the immediate family the employee will notify their supervisor as soon as the need for time off is known. When possible, the employee should complete a Time Off Request Form indicating bereavement leave; for payroll notification.

2. Jury Duty

Partners In Care encourages all employees to fulfill their civic responsibilities by serving on a jury when summoned. Jury duty pay will be provided for all regular status employees (minimum 24 hours per week scheduled work). Pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Any jury pay will be deducted from this amount. A copy of the jury summons must be turned into HR for coordination with payroll, plus a copy of the pay received in order for the employee to receive jury duty pay. The jury duty summons must also be shown to their supervisor as soon as possible so arrangements can be made to accommodate the employee's absence. Employees are expected to report for work whenever the court schedule permits. Either the organization or the employee may request to be excused from jury duty if, in Partners In Care's judgment, the employee's absence would create serious operational difficulties.

3. Military Leave

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If an employee is a member of the National Guard or Reserves, and is expected to participate in periodic field training, unpaid military leave will be granted for a maximum period of 15 calendar days annually. Such leave will not affect the employee's benefits.

In compliance with USERRA, employees who are called to active service via the draft or an act authorizing the President to order to active duty the National Guard and the reserves of the Navy, Army, Air Force or Marine Corps, are entitled to military leave of absence without pay. Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the organization until the end of the pay period in which the employee receives pay. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, benefits will again be provided by Partners In Care according to the applicable plans. Benefit accruals, such as Paid Time Off, will be suspended during the leave and will resume upon the employee's return to active employment.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, i.e.: rate of vacation accrual and employment rights.

4. Personal Leave

The organization provides for a leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time and part-time employees are eligible to request personal leave as described in this policy:

- Eligible employees may request personal leave only after having completed six (6) months of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.
- Personal leave may be granted for a period of up to 30 calendar days, in a one-year period. The employee must take any available vacation hours they have accrued as part of the approved period of leave. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 additional calendar days.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload & staffing considerations during the requested period of absence. Approval or denial of requested personal leave is determined via collaboration between the HR Director, the employee's supervisor, and the employee's 2nd level manager (where applicable).

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the organization until the end of the month that the employee has worked. After that time, the employee will become responsible for the full costs of these benefits if he/she wishes coverage to continue. When the employee returns from personal leave, benefits will again be provided by the organization according to the benefit plans provisions if/when the employee returns to a benefits eligible position.

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- During Personal Leave without Pay, benefit accruals, such as Paid Time Off will be suspended and will resume upon return to active employment.
- When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the organization cannot guarantee re-instatement in any case.
- If an employee fails to report to work promptly at the expiration of the approved leave period, the organization will assume the employee has resigned.
- No other outside employment activities may be undertaken while an employee is on a personal leave of absence.

5. Witness Duty

The organization encourages employees to appear in court for work related witness duty when subpoenaed to do so. Employees that have been subpoenaed or otherwise requested to testify as witnesses by the organization will be paid for the entire period of witness duty.

Employees may request to use accrued vacation time to appear in court as a witness at the request of a party other than the organization. Employees will be paid at their base rate for any vacation hours they take.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operations requirements can be adjusted, if necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

6. Health Benefits Continuation (Cobra)

The federal Consolidated Omnibus Budget Reconciliation Act gives benefit eligible employees and their qualified dependents / beneficiaries the opportunity to continue health insurance coverage under the organization's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the organization's group rates.

The organization provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the organization's health insurance plan. The notice contains important information about the employee's rights and obligations. Should you require more information regarding COBRA, please contact the Human Resources Department.