

December 19, 2013

The Board approved the following changes to personnel policies 303, 307 and eliminated 380.

The new policies are as shown below. Please put them in your personnel policy manual. They are effective January 1, 2014. As discussed previously, those already getting annual leave at a rate will not be changed so as to lose leave. It will change however as you move to the next category of leave accumulation. If you have accumulated 800 plus hours of medical leave, you will stop accumulating leave until that amount goes back under 800 hours.

303 Annual Leave Benefits

Annual Leave with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use annual leave time as described in this policy:

- Regular full-time employees
- Introductory employees

The amount of paid annual leave time employees receive each year increases with the length of their employment as shown in the following schedule and is accrued in increments of one half hour (.50)

*Upon initial eligibility, 4 annual leave hours are accrued during each pay period.

*After three years of service, 5 annual leave hours are accrued during each pay period.

*After six years of service, 6 annual leave hours are accrued during each pay period.

*After ten years of service, 8 annual leave hours are accrued during each pay period.

*Employees with 0-24 months of service may carry over 60 hours by March 31st of each year.

*Employees with 25-72 months of service may carry over 80 hours by March 31st of each year.

*Employees with 73-120 months of service may carry over 100 hours by March 31st of each year.

*Employees with 120+ months of service may carry over 120 hours by March 31st of each year.

The length of eligible service is calculated on the basis of a "benefit year". This is the 12-month period that begins when the employee starts to earn annual leave. For purposes of carry over leave, the March 31st date is used. Thus, an employee may carry over allowable leave after March 31st each year. Any leave not used and over the allowable amount is lost unless approved by the Executive Director based on extenuating circumstances related to agency work requirements of the employee's position. If an employee is in this situation, he/she should discuss with their supervisor(s), division management and Executive Director at least two months prior to the March 31st deadline date each year.

Once employees enter an eligible employment classification, they begin to earn paid annual leave according to the schedule. They can request use of annual leave as it is earned.

Paid annual leave can be used in minimum increments of one-half (.50) hour. To take annual leave, employees should request advance approval from their supervisors. Annual leave should not exceed 80 hours (two work weeks) for any requested period of leave unless there are mitigating circumstances. Requests will be reviewed based on a number of factors, including business needs and staffing requirements for the program. An approved written leave slip must be signed by the supervisor and attached to the employee's timesheet.

An eligible employee shall schedule their annual leave use as far in advance as possible with their supervisor to ensure adequate staffing, program coverage and to ensure a limited loss of annual leave time. The Board may adopt payment in lieu of annual leave for employees if funds are available for such purpose. A supervisor, division

manager or the Executive Director may deny or reschedule staff annual leave requests when a program coverage problem occurs.

Annual leave is paid at the employee's base pay rate at the time of use. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials. Annual leave must be used in conjunction with Family and Medical Leave Act (Policy 601 and 602).

As stated above, employees are encouraged to use available paid annual leave for rest, relaxation, and personal pursuits. In the event that available leave is not used by the end of the benefit year, employees will forfeit the unused time in excess of the allowable carry over amount or paid leave time as noted above.

Upon termination of employment, employees will be paid for unused annual leave that has been earned through the last day of work. An updated and approved time sheet must be submitted and such payout shall occur on the next regular paycheck.

307 Medical Leave Benefits

Crossroads CSB provides paid medical leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries or for scheduled or emergency medical appointments. Eligible employee classification(s):

- Regular full-time employees
- Introductory employees

Eligible employees will accrue medical leave benefits at the rate of 4 hours per pay period or in increments of one half hour (.50) for partial periods. Medical leave benefits are calculated on the basis of a "benefit year", the 12-month period that begins when the employee starts to earn medical leave benefits.

Paid medical leave can be used in minimum increments of one-half (.50) hour. Eligible employees may use medical leave benefits for an absence due to his or her own illness or injury, or that of a family member who resides in the employee's household. Verification may be required for any medical leave requested particularly for scheduled work days just before or after holidays or vacations. Management may request verification for other use of medical leave when a staff person has continually used all available medical leave on a regular basis or when the use of medical leave has become a job performance issue.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible or immediately after the start of the work period. The direct supervisor must also be contacted on each additional day of absence unless extended leave has been approved in advance or emergency situations occur. All medical leave must be approved by the supervisor in writing on a medical leave slip and attached to the employee's timesheet.

Medical leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Medical leave must be used in conjunction with Family and Medical Leave Act (Policy 601 and 602).

Unused medical leave benefits will be allowed to accumulate to a maximum of 800 leave hours.

Medical leave benefits are intended solely to provide income protection in the event of illness, injury, or medical appointments and may not be used for any other absence. Unused medical leave benefits will not be paid to employees while they are employed or upon termination of employment.

380 Medical Leave Payout at Retirement (THIS POLICY HAS BEEN ELIMINATED)