Chapter Title	Chapter #		Subject #
Human Resources	HR		534
Subject Title Leaves of Absence	Adopted 6/30/03	Last Revised 8/28/17	Reviewed 9/22/05; 9/25/16; 12/27/06; 4/23/07; 7/28/08; 6/29/09; 10/25/10; 1/23/12; 4/22/13;6/30/14; 8/25/14; 9/28/15; 8/22/16; 8/28/17; 8/27/18; 9/23/19; 9/28/20; 9/27/21

POLICY

Application

This policy shall apply to all employees of The Right Door for Hope, Recovery and Wellness.

1.0 Family and Medical Leave

The Right Door for Hope, Recovery and Wellness shall comply with the Family and Medical Leave Act of 1993. In addition to the requirements of FMLA, The Right Door for Hope, Recovery and Wellness will recognize the terms and conditions stated in the Act for all of its employees who have greater than 90 working days of employment. This statement will waive the requirement of the Act for an employee to have worked at least one year (12 months from the date of request). All other terms and conditions of FMLA will apply.

The Right Door for Hope, Recovery and Wellness uses a rolling 12-month period for employee FMLA leaves of absence.

1.1 Eligibility

Any employee who has been employed by The Right Door for Hope, Recovery and Wellness for a period of 90 days as a regular, full-time salaried or hourly employee, or 520 hours as a regular, part-time hourly employee, from the date of the request.

1.2 Intermittent or Reduced Leave Schedule

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The Right Door for Hope, Recovery and Wellness may require an employee to transfer temporarily to an available alternative position for which the employee is qualified, and that has equivalent pay and benefits, and better accommodates recurring period of leave than the regular employment position of the employee.

1.3 Paid Leave

The Right Door for Hope, Recovery and Wellness requires an employee to use accumulated paid time off for any part of the 12-week period of the Family Leave that is not covered by Short Term Disability, prior to taking unpaid leave.

1.4 Notice

When necessity for leave is planned based on the expected birth or placement of a child or medical treatment, the employee shall provide the employer with not less than a 30-day notice before the expected date the leave is to begin. If a 30-day notice is not possible, the employee shall provide such notice as practicable.

1.5 Certification

The Right Door for Hope, Recovery and Wellness will require medical certification or documentation provided by the applicable healthcare provider or the adoption agency as part of the application process.

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1.6 Health Benefits, Life Insurance, Short Term Disability Insurance & Long-Term Disability Insurance

During any period that an eligible employee takes leave, The Right Door for Hope, Recovery and Wellness shall maintain coverage (for employee and enrolled dependents if applicable) under current group insurance plans at the level and under the conditions of coverage that would have been provided if employee had continued in employment continuously for the duration of such leave. The employee continues to be responsible for any co-payment of premiums for dependent coverage during the leave period.

1.7 Paid Time Off

During the period that the eligible employee is on unpaid leave, paid time off (PTO) hours will not continue to be accumulated.

The terms for the Family Medical Leave Policy may be referenced through the Family and Medical Leave Act 1993.

2.0 **Bereavement Leave**

2.1 Immediate Family

When a death occurs in the immediate family, a full-time employee may request up to three days of excused absence with pay. Immediate family is defined as a spouse/domestic partner, the employee's or spouse's/domestic partner's

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parents, grandparents, children, grandchildren, brothers or sisters, and stepparents.

2.2 Not Immediate Family:

When a death occurs of a relative not in the immediate family, a full-time employee may request up to three days off without pay. An employee may use any previously earned PTO for this purpose.

2.3 Part-time employees

Bereavement Leave for part-time employees who work 20 or more hours shall be prorated.

2.4 Additional Leave

Additional unpaid Bereavement leave may be requested for approval from the CEO. An employee may use any previously earned PTO for additional approved Bereavement time.

3.0 **Jury Duty**

An employee who is summoned and reports for jury duty shall suffer no loss of pay for the actual time necessary to complete the jury assignment and no employee shall be paid for more than their regularly scheduled work hours. The Right Door for Hope, Recovery and Wellness will not reimburse an employee for travel expenses for jury duty. Jury duty pay shall be returned to The Right Door for

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Hope, Recovery and Wellness, unless the employee chooses to take PTO during jury duty.

4.0 **Military Leave**

In accordance with the Uniformed Services Employment and Re-employment Rights Act.

5.0 **Education Leave**

The CEO may grant staff educational leave without pay.

6.0 **Administrative Leave**

The CEO may grant an individual employee a leave of absence for a defined period of time not to exceed 6 weeks. Administrative leave is not allowed to replace or supplement other leave as defined in 1.0 through 5.0 above.

6.1 Paid Leave

The Right Door for Hope, Recovery and Wellness requires an employee to use any accumulated paid time off for approved Administrative leave.

6.2 Notice

When possible, the employee shall request Administrative Leave 30 days in advance. If 30 days is

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not possible, the employee shall provide such notice as practicable.

References
Family & Medical Leave Act of 1993
CARF Standards, Workforce Development, Uniformed Services Employment and Re-employment Rights Act (USERRA)

Melissa McKinstry, Board Chairperson	Date		