

Annual Leave and Sick Leave Time Policy

Board Approved September 25, 2023

I. OBJECTIVE

To provide a quality-of-life benefit for all employees, recognizing the needs of employees and of their families.

To provide all full-time employees with paid time away from work that can be used for vacation, personal illness or to care for dependents.

To provide employees with flexibility in how they use their time away from work.

To provide the Board of Directors with an understanding and assurance that employees will be treated consistently and uniformly with respect to benefit programs.

II. ANNUAL LEAVE POLICY

A. Eligible employees (i.e., regular full-time employees) earn annual leave as follows:

- A new employee will earn five days of annual leave after a probationary period of 90 days.
- A year, in the case of annual leave, will be defined as the time between hire date anniversaries.
- Moving forward, annual leave will be earned on the employee's hire date anniversary.
- A maximum of ten days of unused annual leave may be carried over to the next year.
- Any remaining annual leave, above the ten days that can be carried over, will be paid out to the employee in the pay period following the hire date anniversary. Unused annual leave of ten days or less must be carried over and will not be paid out.

DAYS/YEARS OF SERVICE	TOTAL ANNUAL LEAVE
Ninety (90) days until 1 year	Five (5) days
One (1) year until five (5) years	Ten (10) days
Five (5) years until ten (10) years	Fifteen (15) days
Ten (10) years forward	Twenty (20) days

B. Should an employee resign during the year, and if they give proper notice and are in good standing, they shall be paid for all remaining annual leave time for the year.

C. Employees should make written application to the Executive Director for the use of annual leave. Annual leave must be scheduled reasonably in advance using the Leave Request Form, and requests must have supervisory approval, except in the case of illness, or emergency. The Executive Director must also schedule his or her annual leave reasonably in advance using the Leave Request Form, except in the case of illness or emergency. The President of the Board shall approve requests for annual leave submitted by the Executive Director. In cases of emergency, for all employees, the form should be submitted as soon as reasonably practicable. A copy of the Leave Request Form request form is attached to this document as Form 1.

D. Annual leave time should be taken in at least half day increments.

- E. No more than one staff member can be off at any one time. First come, first served will be the policy regarding who gets approval. The Executive Director will have the final say regarding annual leave requests.
- F. Employees should not make requests to be off more than five (5) days at any one time unless a special circumstance exists.

III. SICK LEAVE TIME POLICY

- A. Eligible employees (i.e., regular full-time employees) earn sick leave time beginning after their ninety (90) day probationary period.
- B. Employees earn one (1) day per month beginning after the 3rd month of employment for a total of nine (9) days in the first year and twelve (12) days every year thereafter.
- C. Employees may carry over sick leave time year to year until a maximum of thirty (30) days total has been banked. An employee may not bank more than thirty (30) days at any one time.
- D. Should an employee resign their employment they will not be paid for any unused sick leave time.
- E. Should an employee be out of work for more than three (3) days, The Foundation reserves the right to request a physician note for the time away from work and a release note to return.
- F. Short periods of time off for a medical appointment or dental appointment will be permitted at the discretion of the Executive Director with no impact on annual leave or sick leave time.
- G. Sick leave time is not earned for periods when unpaid leave is taken, or when short or long-term disability benefits are being received or when worker's compensation benefits are being received.
- H. Sick leave time shall be used by employees when they are not able to report to work due to their illness. Sick leave may also be used to care for dependents when they are sick. Upon return to work, the employee shall complete a Leave Request Form and give it to the Executive Director for approval and record-keeping purposes.

IV. Other

- A. Annual leave and sick time leave are not earned by temporary or contract employees or those whose job descriptions specifically exclude this benefit.
- B. Multiple unscheduled absences may subject an employee to corrective disciplinary action.
- C. All Foundation employees are responsible for understanding and complying with this policy. Employees confirm their understanding of this policy by signing the Employee Handbook Acknowledgement of Receipt form.