

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Personnel

**POLICY NO:** 03-021

**SUBJECT:** Leaves of Absence with Pay

**EFFECTIVE DATE:** April 1986

**Policy:**

It is the policy of Cottonwood, Inc. to permit employees to be absent from work under certain circumstances. Eligible employees will receive compensation for authorized leaves of absence. For Production Worker benefits see policy 20-009.

**Procedures:**

1. An authorized short-term absence shall include any of the following:

A. Sick Leave-Personal and Extended Family Illness (as defined in policy 03-043), Non-compensable bodily Injury or Disease or Necessity to Comply with Doctors or Dentist Appointments:

Full-time employees and part-time with benefits employees accrue sick leave at the rate of one day per month at their regularly scheduled number of hours. That is, a 40 hour work week employee will receive one day (8 hours) of accrued sick leave per month and part-time with benefits employees will accrue pro-rated sick leave "days" based on the average number of hours worked per day. Sick leave may be accumulated up to a total of 90 days. Negative balances are not permitted beyond the end of the pay period in which the leave was taken. If the balance of sick leave hours is not sufficient to cover the time used, vacation benefit must be used prior to time off without pay. All requests for sick leave must be made to and approved by the supervisor. No compensation will be paid for absences covered by worker's compensation or for temporary or "part-time without benefits" employees.

B. Jury Duty, Attendance as a Witness Leave. If an employee is called upon to serve on a jury, or as a witness, or on an election board, he or she will be given time off to fulfill this civic obligation.

-Exempt staff - If an exempt status employee is called upon to serve on a jury, or attend as witness, deductions will not be made for absences. Prolonged absences will be dealt with on a case by case basis by the department director and the CEO.

-Non-exempt staff - If a non-exempt status employee is called upon to serve on a jury or attend as a witness they will be paid at their regular base rate if this occurs during regularly scheduled work hours, and will not be charged against their accumulated days of paid absence. However, such pay will not be continued beyond ten working days

C. Personal Business Which Cannot be Conducted Outside of Normal Working Hours:

At the department director's discretion, employees may use up to twelve (12) hours per year of paid personal leave. Employees must request personal time off similar to other paid leave, each request not to exceed three (3) hours. It is not the intention of Cottonwood, Inc. to pay for personal time if those hours shall cause the employee to exceed 40 hours per week – or to shorten a workweek in a flexible arrangement.

D. Death, Funeral, or Estate Settlement in the Employee's Immediate Family: (includes spouse/partner, siblings, father, mother, aunt, uncle, children, step-children, father-in-law, mother-in-law, grandchildren, grandparent). Leave for another significant person is at the discretion of the supervisor. Upon request and approval of the department coordinator and/or director, an employee shall be allowed one day leave at their regular rate of pay. This may be extended to a maximum of five (5) days if approved for the purpose of travel or to conduct family business related to the death.

E. Emergency Closing of the Premises or Absence due to Inclement Weather:

Employees are expected to make a good faith effort to get to work during inclement weather conditions. If Cottonwood, Inc. is operating and does not declare an emergency closing, employees not reporting to work may use vacation if available, then sick time. If unable to report to work, the employee must notify his/her supervisor to request leave time. Should the CEO close the facility, leave time will not be deducted unless an employee has previously requested and been granted either paid or unpaid leave, then, the original request stands as a deduction.

F. Approved Participation in Professional, Business or Community Functions:

Leave with pay shall be granted to employees for the purpose of attending professional, business or community functions upon approval of an employee's supervisor and department director or CEO, when it is determined that attendance would be of benefit to the employee's job knowledge and/or skills. Related expenses may be reimbursed for such activities to meet actual expenses incurred at the discretion of the department director.

G. Religious Observance Required by the Employee's Religion (See Policy No. 03-019, Holidays).

2. Employees may use sick leave to care for a family member for a non-FMLA brief illness. Family is defined as parent, child, or spouse. This policy works in concert with Cottonwood, Inc.'s FMLA Policy. For information on extended illnesses please see policy 03-043.

3. Employees should give their supervisors as much advance notice of an absence as possible by submitting a Time-Off Request through Paycom. In the event of an emergency which causes an employee to be absent without advance notice, the employee will be required to contact his or her supervisor as soon as possible. Failure to make this notification is grounds for disciplinary action. (See Policy 03-043) All employees must follow department procedure when calling in sick. In most situations the

employee must speak to their supervisor directly. If you fail to call in or show up on any day that you are scheduled to work, this will be considered a “no call/no show.” If you have two days of consecutive “no call/no show” absences, you will be considered to have abandoned your job and will be immediately terminated. Any “no call/no show” instances, depending on circumstances, could be grounds for termination.

4. For sick leave, an employee must keep his or her supervisor informed of his or her condition each day of sick leave absence. If the absence is more than three (3) consecutive days or if the supervisor has justifiable reason to believe that the sick leave is being abused, the employee may be required to submit a medical certificate from his/her physician. Failure to fulfill this requirement may result in denial of sick leave pay.

5. An employee who abuses sick leave may, upon discretion of his or her supervisor, become subject to disciplinary action at any point in time. At least annually at the time of the evaluation and more frequently, if necessary, supervisors will have the opportunity to evaluate their staff on attendance and use of sick leave that is not FMLA, Worker’s Compensation or other kinds of leave as described above. Standards of acceptable attendance are as follows: An “Exemplary” (3) rating will be given when 0-3 shifts have been used for sick leave since the last evaluation. A “Good Work” (2) rating will be given when 4-7 shifts have been used for sick leave since the last evaluation. A “Needs Improvement” (1) rating will be given when 8 or more shifts have been used for sick leave since the last evaluation. Abuse of sick leave that occurs during an employee’s notice of resignation period may result in a loss of eligibility for re-hire, loss of payment for unused vacation, and an unfavorable termination standing.

6. Unused days of sick leave are not convertible to cash, personal holidays or vacation with the exception of sick leave conversion (see policy 03-018). If employment is terminated, pay for accumulated unused days of sick leave will not be granted. An employee may not "borrow" against future sick leave.

7. Unused days of vacation are not convertible to cash upon termination of employment unless adequate notice was given as per Policy #03-027.

8. When an employee needs more sick leave than what they have available, vacation benefit must be used before taking leave without pay.