POLICY AND PROCEDURE

REACH for Tomorrow

POLICY: RHR-534

TITLE: Leaves of Absence

EFFECTIVE DATE: 12/8/24 **AUTHORIZED BY: Board of Trustees**

This policy shall apply to all employees of REACH for Tomorrow.

1. Family and Medical Leave Act (FMLA)

   REACH for Tomorrow shall comply with the Family and Medical Leave Act of 1993, as amended. The terms for the Family Medical Leave Policy may be referenced through the Family and Medical Leave Act of 1993, as amended. In addition to the requirements of FMLA, REACH for Tomorrow 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.

   REACH for Tomorrow uses a rolling 12- month period for employee FMLA leaves of absence.

   1.1. Eligibility

      Any employee who has been employed by REACH for Tomorrow for a period of 90 days as a regular, full-time, salaried or hourly employee, or 520 hours as a regular, part-time salaried or hourly employee, from the date of request.

   1.2. Intermittent or Reduced Leave Schedule

      REACH for Tomorrow 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 periods of leave than the regular employment position of the employee.

   1.3. Paid Leave

      REACH for Tomorrow 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 that the leave is to begin. If 30-day notice is not possible, the employee shall provide such notice as practicable.

1.5. Health Benefits, Life Insurance, Short-Term Disability Insurance and Long-term Disability Insurance

During any period that an eligible employee takes leave, REACH for Tomorrow shall maintain coverage (for an employee and enrolled dependents if applicable) under group insurance plans at the level and under the conditions of coverage that would have been provided if the 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.

1.6. 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.

2. 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 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 3 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. 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.

REACH for Tomorrow will not reimburse an employee for travel expenses for jury duty. Jury duty pay shall be returned to REACH for Tomorrow unless the employee chooses to take PTO during jury duty.

4. Military Leave

   In accordance with the Uniformed Services Employment and Reemployment Rights Act.

5. Education Leave

   The CEO may grant staff educational leave without pay.

6. 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 through 5 above.

   6.1. Paid Leave

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

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