

**Subject: PERSONNEL POLICY #16
UNPLANNED PAID LEAVE**

After 90 days of continuous employment Choices In Community Living provides full time employees with unplanned paid leave hours equal to one week's regularly scheduled hours plus sixteen (16) hours per calendar year. Part time employees hired prior to January 1, 2007 receive unplanned paid leave hours equal to one week's regularly scheduled hours only. Part time employees hired after December 31, 2006 are not eligible for this benefit.

Unplanned Paid Leave Use

Choices In Community Living provides unplanned paid leave for employees to use when they must miss work due to personal illness or injury or to care for a family member. Employees may also use unplanned paid leave hours for **bereavement, and/or personal reasons**. Employees may not use unplanned paid leave hours for other reasons unless allowed within the provision of another policy and then only within the prescribed guidelines. Any other use of unplanned paid leave hours requires the prior approvals of an immediate supervisor, the human resources director and/or the executive director. **An employee will not be granted unpaid unplanned leave until all available paid leave (*Planned and Unplanned*) hours are exhausted.**

Unplanned Paid Leave Requests/Approvals

Employees must request unplanned paid leave hours in advance and acquire their supervisors' approval. Choices In Community Living expects employees to give as much advance notice as possible but no less than two hours prior to the time they are expected to arrive at work on each occurrence, except in emergencies. Employees must speak directly with their supervisor and/or program director to get approval. If the supervisor is unavailable, it is required that staff speak with supervisory level personnel, not a co-worker. Failure to do so may result in disciplinary action, up to and including termination.

Unplanned Paid Leave Pay

Choices In Community Living will pay employees for the regularly scheduled hours they miss from work for approved unplanned paid leave. Unplanned paid leave hours do not count as actual hours worked and are not considered in overtime calculations.

Unplanned Paid Leave Certification

Choices In Community Living may require a doctor's certification prior to paying approved unplanned paid leave hours when employees are absent. An abbreviated list of situations that may require certification follows:

- three or more consecutive work days
- the last scheduled workday before or the first scheduled workday after a holiday
- because of an injury that would limit their performance
- repetitively because of illness (HIPAA compliance)
- on a day or for a period of time previously denied

- at the request of Human Resources

Doctor's certification must include the name of the treated patient, date or dates of care, and an expected date of release to return to work. In certain situations, such as a specific injury, Choices In Community Living may require independent certification releasing employees to return to work. The cost of the independent certification exam is at CICL's expense.

Unplanned Extended Leaves (Paid or Unpaid)

When employees expect to be absent for an extended period of time (several days or more) due to illness, their own or a family member's, CICL employees may request a medical leave of absence. Employees should speak to their immediate supervisor about their situations and needs. Employees who request and receive an approved medical leave of absence may use unplanned paid leave hours while on a medical leave of absence for the regularly scheduled hours they miss, based upon availability of hours.

Unplanned Paid Leave Carry Over

Employees can not "carry over" unplanned paid leave hours from one calendar year to the next calendar year. Choices In Community Living will, however, pay out unused unplanned paid leave hours remaining at the end of the calendar year up to a maximum of 56 hours. Payment of unused unplanned paid leave hours will generally occur in January of the following year.

Unplanned Paid Time Off Leave Pay Out At Termination

Choices In Community Living will not pay out unused unplanned paid leave hours at employee termination (whether voluntary or involuntary).