

permits. Employees reporting to jury duty will be compensated up to ten (10) days of paid jury duty leave over any twelve month period at their regular rate of pay for time missed. Time taken for jury duty under this policy does not count against paid time off benefits. If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off benefits or may request an unpaid leave of absence.

**Once an employee receives the jury stipend check from the court system,**

1. **Sign and endorse the jury stipend check “Pay to the order of Howard Brown Health.”**
2. **Make a photocopy for your records.**
3. **Submit the original jury stipend check to Human Resources for deposit.**

Failure to comply with this procedure will result in a recalculation of pay and a delay in paycheck distribution. The should review and record “Jury Duty” on the time record

If an employee holds a position essential to the operation of Howard Brown Health or in the event that the absence of an employee from work over a long period of time due to a lengthy trial would cause a hardship on Howard Brown Health, the employee and/or Howard Brown Health will petition the court to excuse the employee from serving.

**Bereavement Leave**

When a death occurs in your immediate family, you will be allowed a maximum of three (3) paid days off per event to arrange for and attend the funeral. If you need additional time off, you may use vacation and/or personal days, or you may request additional days off without pay. For the purposes of this policy, immediate family includes parents, domestic partners, domestic partner’s parents, spouses, children, siblings, grandparents or surrogates. Howard Brown Health will grant unpaid funeral leave in the event of the death of a friend or other individual not defined previously, with supervisor approval. Employees may also utilize available paid time off benefits to cover any unpaid funeral leave. Employees should forward a copy of the obituary for the employee’s Human Resources file. Supervisors must review and record “bereavement” on the time record.

Note: Employees must have a notarized affidavit of Domestic Partnership on file with Human Resources.

**Parental Related Absences**

The organization will not discriminate against any employee who requests an excused absence or accommodation for medical disabilities associated with pregnancy, and/or childbirth and/or adoption. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy, childbirth or adoption, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family or personal leave.

**Family and Medical Leave**

During your employment, you may be entitled to leave under the Family and Medical Leave Act (FMLA). The FMLA entitles eligible employees to a total of twelve (12) work weeks of unpaid leave during a “rolling” 12-month period for one or more of the following reasons:

- To care for a child born to the employee or placed with the employee for adoption or foster care within twelve months after the birth or placement;
- Because of a serious health condition that makes the employee unable to perform the essential functions of the employee’s position; or
- To care for the employee’s spouse, domestic partner, child (or minor incapable of self-care), or parent who has a serious health condition that requires attendance by the employee.

- Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on "covered active duty;" **or**
- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

For purposes of this policy, parents are defined as biological parents or any individual who acted as a parental figure to you when you were under age 18. Children are defined as biological, adopted, foster, legal wards, stepchildren, and children of persons acting in a parental role. In the case of a birth or adoption, the leave must be taken within twelve months of the "event." In measuring a "rolling" twelve-month period, the period is measured backward from the date you request the leave to commence, or from the beginning date of the previous FMLA requested. In other words, any leave you took during the twelve months preceding the date you seek additional leave will be counted in determining the amount, if any, of FMLA leave remaining.

In order to be eligible for FMLA leave, you must have been employed at Howard Brown Health for a minimum total of 12 months AND must have worked at least 1,250 hours during the twelve months preceding the leave. In any case where parents who request leave due to the birth, adoption or placement of a child, or to care for a sick dependent, are both employed at Howard Brown Health, the combined total amount of leave the two employees may take is limited to twelve (12) weeks in any twelve (12) month period.

Employees requesting leave for the above reasons are required to provide thirty days written notice of their intent. In cases where the leave is not foreseeable, the request must be made as soon as practicable. You will be required to provide certification from a health care provider concerning your own or your dependent's medical condition. Leaves may be requested for a continuous time period, intermittently, or on a reduced-hour basis. Intermittent or reduced-hour leave requests for purposes of birth, adoption, or placement of a child will be considered on a case-by-case basis. If leaves are foreseeable, you must make a reasonable effort to schedule the leave in the least disruptive manner to Howard Brown Health.

Employees requesting a leave are required to first use all paid time off time available during the twelve-week period to offset the unpaid time. During your leave you will be required to contact Human Resources every thirty days to advise us of your status and your intent to return to work. **Paid time off benefits will not accrue during your leave.**

*During your leave, your insurance benefits will remain in force. You will be required to pay any premiums you would normally pay through payroll deduction. If you do not return after the leave, you will be required to reimburse Howard Brown Health for all expenses associated with insuring you during the leave.*

Generally, upon expiration of the leave, you may return to the position you held when the leave commenced or to an equivalent position with equivalent pay, employment benefits, and other terms and conditions of employment. You will be required to provide certification from a health care provider that you are able to return to work if the leave was requested due to your own illness, injury or impairment. If at the end of the twelve-week period you are unable to return to work due to your own illness or injury, an extension of the medical leave may be requested. Re-employment, however, will not be guaranteed if the original leave exceeds twelve weeks. To apply for an extension, you must do so in writing 30 days in advance and must provide certification from a health care provider that the extension is necessary.

Should you fail to return to work at the end of your leave, you will be considered to have voluntarily terminated your employment with Howard Brown Health.

Leaves that are not covered by the FMLA may be granted in accordance with Howard Brown Health's Personal Leaves of Absence policy, as discussed below.

## **Military Leave**

A military leave of absence will be granted to employees, except those occupying temporary positions, for service in the uniformed services, consistent with applicable law. Employees on a military leave of absence may request (but are not required) to use accrued paid time off benefits to offset the unpaid military leave.