
Subject: EMPLOYEE LEAVE PROGRAM

Policy:

1. Bereavement

Employees who have worked at least 500 hours are eligible to receive three (3) days paid bereavement for the death of a family member. We define a family member as the following: spouse, parents, children, daughter-in-law, son-in-law, grandchildren, brothers, sisters, grandparents and spouses' parents, children, grandchildren, brothers, sisters, and grandparents. Employees may request vacation time for deaths other than immediate family members. Bereavement leave will only be paid for the days the employee was scheduled to work.

2. Sick Days

We realize that employees will occasionally report off work due to illness or that of your dependent. Notify the supervisor as soon as possible about your absence and your anticipated return to work date.

For full-time hourly employees, sick leave is accrued at a rate of 1.23 hours per pay period (4 days annually). Sick leave hours will not be earned and available for use until you are continually employed on a full-time basis for ninety (90) days. Carlin House reserves the right to require employees to furnish satisfactory medical proof of illness or disability before the approval of requested sick leave. We do not pay unused sick leave upon termination of employment.

3. Vacation Days

Full-time employees' vacation hour credits will begin, calculated on a bi-weekly basis, at the time of employment. Full-time is considered to be an employee that works at least 32 hours each week for a consecutive period of 27 weeks. We calculate your vacation hours at the following rates, but this time will not be earned and available for use until you are continually employed on a full-time basis for 1 year.

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0 – 36 months
36 months

5 days per year
10 days per year

4. Holiday Observances

We will observe the following holidays:

Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day
New Year's Day
One Personal Day (eligible after 90 days of employment)

You must work your scheduled workday before and after the holiday or be on approved paid leave to be paid for the holiday. Part-time employees are eligible for holiday pay if they work on the holiday.