

Unused sick leave may be carried over to the next calendar year to provide coverage during an extended period of illness or injury, or for additional sick leave. Employees who have not yet earned sick days in a new calendar year may borrow against their bank. Accrued but unused sick leave cannot be converted into pay or vacation and will not be paid out upon termination of employment.

The Executive Director may request a doctor's note to confirm an employee's reported need to take sick leave. The nature of the medical condition should not be disclosed – only that the sick leave requested (or taken) was needed.

In the event that an employee exhausts all available sick days, time off for illness will be charged against any available accrued vacation time. If accrued vacation and sick time are both depleted, any time off becomes unpaid.

Bereavement Leave

In the event of the death of a spouse/partner, parent, child, sibling, grandparent, or immediate relative of a spouse/partner, an employee may be granted up to 7 days leave for immediate bereavement needs. Additional days may be requested for extenuating circumstances and will be charged to sick or vacation time, or be taken as unpaid leave.

Jury Duty

Leave for jury duty shall be provided according to law, and employees shall suffer no loss of income or loss of vacation time. Full salary shall be paid, less any fees paid by the courts. When attendance in court is not required, including when an employee must serve on a jury for a partial day, staff will be expected to report to work. The employee needs to notify his/her supervisor as soon as s/he has been summoned for jury duty.

Family and Medical Leave Policies² –

Parental leave

After the first year of employment, RHR-NA grants leave of up to twelve weeks for the birth or adoption of a child, or the placement of a foster child, according to the following schedule:

- Employees who have completed one year of employment are entitled to four weeks of paid leave and up to eight weeks of unpaid leave.

² The Family and Medical Leave Act (“FMLA”) regulates certain leave policies for companies with 50 or more employees, as well as for any public agency. The FMLA does not apply to RHR-NA; however RHR-NA has adopted policies consistent with the FMLA in the organization's commitment to enabling its employees to balance work and family demands.

- Employees who have completed two years of employment are entitled to eight weeks of paid leave and up to four weeks of unpaid leave.
- Employees who have completed three years of employment are entitled to twelve weeks of paid leave.
- Employees who have worked at RHR-NA for less than a year are entitled to one week of unpaid leave per month worked. In extraordinary situations, the Executive Director may allow an employee in this situation to borrow vacation or sick time to extend this leave period.

Employees may apply vacation or sick days to the unpaid portion of their leave in order to continue receiving a salary during those days.

Employees may not extend their parental leave by adding vacation or sick time to their leave.

At the discretion of the Executive Director or the Board Chair (when the ED is the parent), employees may be able to return from parental leave on a part-time basis as a transition back to full-time work.

During an employee's leave, health benefits will remain in force. In the case of unpaid leave, the employee will be required to pay any costs that s/he would normally pay through payroll deductions. RHR-NA reserves the right to recover reimbursement for the employer-paid portion of benefits coverage if the employee fails to return to work after the unpaid leave. Sick and vacation benefits do not accrue during unpaid leave.

Other Family and Medical Leave

RHR-NA will allow for employees who have worked for RHR-NA for at least 12 months to take an unpaid leave of up to 12 weeks (equal to 60 workdays) in any 12-month period, measured from the first day of leave for family and medical leave that is not parental leave

This unpaid leave can be used for one or more of the following:

- A serious health condition that makes an employee unable to perform his/her job.
- Care of a spouse, partner, parent, child, or other close family member with a serious health condition.

Family and medical leave, other than parental leave, runs concurrently with any sick day usage. This means that all available (accrued and unused) paid time off must be applied to the family and medical leave periods. In the

absence of sufficient paid time off, the remainder of leave under this policy will be unpaid.

In order to be eligible for medical leave, an employee must have been employed by RHR-NA for a total of 12 months. Employees requesting parental or family/medical leave must submit a request for leave in writing to the Executive Director and, when possible, should indicate the expected duration of the leave. RHR-NA may request documentation that supports the need for the leave. When the need for the leave is foreseeable, the employee is required to give at least thirty days' notice.

Leaves may be requested for a continuous time period, intermittently, or on a reduced-hour basis. If the leave is foreseeable, an employee must make a reasonable effort to schedule the leave in the least disruptive manner to RHR-NA.

During an employee's leave, health benefits will remain in force. In the case of unpaid leave, the employee will be required to pay any costs that s/he would normally pay through payroll deductions. RHR-NA reserves the right to recover reimbursement for the employer-paid portion of benefits coverage if the employee fails to return because of the continuation, recurrence, or onset of a serious health condition. Sick and vacation benefits do not accrue during family & medical leave.

Generally, upon return from family and medical leave, an employee will be reinstated to his or her position or to an equivalent position.

If at the end of the 12-week period an employee is unable to return to work, an extension of the medical leave may be requested. Re-employment, however, will not be guaranteed if the original leave exceeds 12 weeks. To apply for an extension, an employee must request such in writing and must provide certification from a health care provider that the extension is necessary.

If an employee fails to return to work at the end of her/his leave, s/he will be considered to have voluntarily terminated her/his employment with RHR-NA.

Military Leave

RHR-NA will comply with all federal and state laws and regulations relating to military leave.