

Paid Leave

Vacation

Full-time, eligible employees will be credited with paid leave per the leave schedule in the employee handbook. Vacation time taken must be approved in advance at least 1 week prior to taking vacation, unless extenuating circumstances exist and prior supervisory approval is obtained. The Service Center reserves the right to determine when employee vacations are actually taken. The Service Center will take into account each employee's preference for a particular vacation period and the work requirements of the Service Center. Vacations may have to be rescheduled based on illnesses and emergencies of other employees.

If a paid holiday falls during an employee's vacation, the employee may extend the vacation one day, or receive holiday pay and retain the vacation day for use at a later time.

No employee may borrow vacation time in advance of earning it. In the event of termination of employment, any unused, earned vacation will be paid to the employee on their last paycheck.

Personal Leave

Personal Leave is for the purpose of conducting personal activities that may not be completed outside the workday. Eligible employees will be credited with paid leave per the leave schedule in the employee handbook. Unused Personal Leave not used by June 30th will be forfeited. In the event of termination of employment any unused personal leave will be forfeited.

Sick Leave

Eligible employees will be credited with Sick Leave benefits per the leave schedule in the employee handbook.

An employee sick for five (5) consecutive days or longer may be requested to provide a doctor's certificate for continued sick leave (paid benefits) and a doctor's certificate must be provided releasing the employee to return to work.

In the event of termination of employment any unused sick leave will be forfeited.

Holidays

Eligible employees will follow the approved holiday schedule of the Service Center as approved annually by the Board when they adopt the Service Center Calendar, and as listed on the leave schedule in the employee handbook.

Pay for the holiday will be for the number of hours normally worked by the individual on a regular work day and in no situation shall the pay be for more than eight (8) hours. Employees must work the day prior and following the holiday to be eligible for holiday pay. Other days that personnel are not on the job because of the Service Center being closed for any reason will not be considered paid holidays.

Additional holidays may be allowed depending upon the nature of the calendar. Notice of such additional holiday allowances will come from the office of the Executive Director.

Bereavement Leave

Employees who have completed sixty (60) days of continuous employment are eligible for paid bereavement leave of a maximum of three (3) days for the bereavement of immediate family (spouse, children, parents, siblings, grandparents, grandchildren, mother-in-law, and father-in-law). All other bereavement leave is considered chargeable leave. The Board authorizes the Executive Director to utilize his/her discretion in granting additional bereavement leave in emergency or extenuating situations. Documentation is required for bereavement leave.

Professional Leave

The granting of professional leave is at the discretion of the Executive Director. Any professional leave in excess of five (5) consecutive days will require Board approval.

Jury Duty

No leave days will be charged against the employee's chargeable leave for jury duty. The employee who is absent from work for documented service on a jury or subpoenaed as a witness shall pay the Service Center the per diem rate of the jury duty reimbursement not including meal, lodging, and travel reimbursement. The Service Center will pay the employee for their normal work hours.

Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

Approved: SCKESC Board of Directors – 3/3/2010