

MEMORANDUM

DATE: November 1, 2005
TO: All Managers, Directors, Chairs, and Supervisors
FROM: **Gayln Bowers - Director of Human Resources**
SUBJECT: Policy Guidelines

In reply to requests for clarification of current policy, please review the following guidelines outlined below.

- 1.) STATUS Full time = 37.2 to 40 hours (*Staff handbook states Minimum of 38 hours per week required.) S-II
Part time = 20 to 37 hours S-IV
Part time = Less than 20 hours (Non benefitted) S-V
- 2.) TIME OFF Paid leave taken as planned days off must be approved in advance by the employee's department head. The law allows that vacation time (or time off) must be arranged for the mutual benefit of employee and employer, and is not an absolute right which the employee may claim and take at will without prior arrangement. Employee is required to take into consideration the schedule and welfare of the business and not only his own convenience.
- 3.) FMLA Family Medical Leave Act obliges certain employers to allow eligible employees to take an **unpaid**, job-protected leave for certain family and medical events. This law is designed to provide a minimum benefit and is not to be construed as rationale to reduce any employer-sponsored benefit which is more generous. It is intended to assist employees in reaching a balance between family and work responsibilities with as little conflict as possible.

Leaves are based on:

- *Birth or placement for adoption or foster care of your child.
- *Care for your spouse, child, or parent, who has a serious health condition.
- *A serious health condition that makes you unable to perform your job.

Eligible Employees:

- a.) employed at least 12 months prior to the commencement of the leave (not necessarily 12 consecutive months)
- b.) Have worked at least 1250 hours during the 12-month period prior to the leave (on the job time, not vacation)

Please contact Human Resources to further define current laws relating to FMLA.

- 4.) STANDARD WORK WEEK
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| PUC | Monday-Thursday 8am-5pm (shifts as needed) Friday 8am-2pm |
| HME | Sunday through Friday as shift and business schedule requires per employee work status. |