

ABSENCES, TIME OFF AND HOLIDAYS

ABSENCES & LATENESS

In order for the SM&NC to operate efficiently, employees' prompt and regular attendance is essential. As such, employees are expected to report to work on time, and to remain at work for the duration of their workday. Employees who expect to be late must promptly contact their supervisor to state the reason for their lateness and the time at which they expect to arrive at work. Employees who are unable to report to work due to illness, injury, or any other reason, must notify their supervisor as soon as practicable so that arrangements can be made to cover their work. When calling to report their lateness or absence, absent emergency which would prevent them from doing so, employees must speak to a supervisor and may not simply leave a message on an answering machine or send a text message. Employees must provide a telephone number at which they may be reached. Notification of absences should occur at least one hour prior to employees' start time and by employees themselves. Employees who cannot reach a manager should contact Human Resources. Depending on the circumstances, employees who do not provide proper notice of their absence may be denied the use of paid time off for their absence and/or may be subject to disciplinary action.

In the event of an extended absence, employees must inform their supervisor and Human Resources of the expected duration of their absence and any changes to that information in a timely manner. Employees are required to contact their manager on each day of absence unless they have submitted a note from a physician certifying their illness for a longer period or have otherwise been relieved of this obligation by their supervisor or Human Resources. Depending upon the circumstances, Human Resources may require employees to submit documentation verifying the need for absence and the anticipated length of absence. Employees who are absent for more than three (3) consecutive working days due to illness or injury must submit acceptable medical documentation indicating that their absence was justified, that they are released to return to work, and any need for accommodation in order to return to work. Such certification must be submitted when directed by the SM&NC, but no later than upon their return to work. Employees should make every effort to schedule doctors' appointments during non-working hours.

While the SM&NC truly sympathizes with the many reasons that may lead to absences and/or lateness, employees' excessive absenteeism and/or lateness, patterned absence, or failure to contact their manager as required and/or to submit requested documentation, create hardships on their co-workers and on the SM&NC. Therefore, such events may result in disciplinary action, up to and including termination of employment.

HOLIDAY SCHEDULE

All full-time and regular part-time employees working more than 20 hours per week will be paid for the following holidays each year:

- New Year's Day

- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Regular part-time employees who work at least twenty hours per week and are scheduled to work the day before and the day after a holiday will be compensated for the holiday based on their normal work schedule.

Non-exempt and Exempt employees who are scheduled to work and do work on the holiday will be paid 1.5 times their regular rate for the holiday.

FLEXIBLE DAYS

All full-time employees and regular part-time employees (pro-rated) are eligible for up to eight days of paid flex leave in each calendar year. These days accrue each month at the rate of one day per month until the maximum of eight days is reached. Flex days are not to be used as vacation days or wrapped around vacation time. Flex days are to be used for “life events.” Some examples include the following: home/car repair appointment; driver’s license renewal; passport renewal; college road trip; family commitment; school appointments or activities; house closing; moving; legal appointment; and/or court appointment.

Requests for use of flex days must be given as early as possible, and no later than the day before. Approval by the employee’s manager (or in their absence, the Human Resources Director) is required. Unused flex days may not be carried over from one year to the next year. An employee will not be paid for unused flex days upon separation from employment.

VACATION

All full-time and regular part-time employees are eligible for time away from the workplace each year and employees are encouraged to use their vacation time.

The SM&NC employees earn vacation based on the following schedule based on the employee’s anniversary date:

TENURE	EARNED/ACCRUED TIME
First year through year four (from date of hire)	.83 days of vacation per month (10 days/year)
Five through nine years	1.25 days of vacation per month (15 days/year)
Ten years or more	1.66 days of vacation per month (20 days/year)

Regular part-time employees will accrue vacation time according to the above vacation schedule, but such accruals will be pro-rated according to their regular working schedule.

Eligible employees accrue vacation from the first day of employment but are not eligible to take accrued vacation until they have completed 90 calendar days of service are completed.

Vacation time must be taken during the calendar year in which it is earned. Unused vacation time will be forfeited. The employee will not be paid or otherwise compensated for any forfeited vacation time at the end of the year. Any exception to these limitations must be requested in writing with as much advance notice as possible and approved in writing by the Human Resources Director or Executive Director & CEO.

All vacation requests must be approved in advance by an employee's manager. Managers are responsible for tracking all employee time off.

An employee will be paid for accrued but unused vacation upon termination if the employee provides at least two-weeks' notice of his or her resignation. In addition, employees who are terminated for misconduct, poor performance, violation of policies, or engaging in conduct that is harmful or detrimental to the reputation of the SM&NC will not be paid for accrued unused vacation time upon termination.

FAMILY & MEDICAL LEAVE POLICY

Due to the size of the SM&NC, neither the federal Family and Medical Leave Act ("FMLA") nor the Connecticut Paid Family and Medical Leave Act ("CFMLA") apply to the SM&NC. However, the SM&NC cares about the rights and benefits of its employees, and offers eligible employees up to 12 weeks of unpaid leave during a rolling 12-month period for the reasons set forth below.

Employees may be eligible for unpaid leave under this policy for the following reasons:

- the birth and/or care of the employee's newborn child;
- the placement of a child with the employee for adoption or foster care;
- to care for the employee's spouse, child or parent who has a serious health condition;
- to care for the employee's own serious health condition that renders the employee unable to perform one or more of the essential functions of his/her position; and/or
- because of any qualifying exigency arising out of the fact that an employee's spouse, child or parent is a covered military member or on covered active duty or has been notified of an impending call or order to cover active duty status in the armed forces.

Requests for leave should be provided to the Human Resources Director. Employees must provide complete and sufficient information for the SM&NC to determine if the requested leave qualifies under this policy. This includes, but is not limited to, providing a medical certification by a health care provider certifying the need for leave due to a serious health condition affecting either the employee or a family member. The SM&NC reserves the right to request whatever information it deems necessary to determine whether an employee is eligible for leave under this policy. All eligibility determinations are made in the sole discretion of the SM&NC.

If the leave is foreseeable, the employee must submit the medical certification to the SM&NC at least 30 days before the leave begins. If the leave is unforeseeable, the employee should provide the medical certification within 15 calendar days after the employee learns of the need for the leave.

Leaves generally will be granted in continuous blocks of time. Depending on the circumstances, however, the SM&NC may provide intermittent leave to employees provided that it does not unduly interrupt its business operations.

Employees who are eligible for leave are required to apply any available accrued paid time off such as vacation, flexible or sick days, concurrent with the use of otherwise unpaid leave under this policy. During unpaid leave, accrual of vacation shall be suspended. However, employees using sick days, vacation days, and/or parental leave during an unpaid leave shall continue to accrue vacation during such portions of the unpaid leave the employee uses sick days, vacation days, or parental leave.

During approved leaves of absence under this policy, the SM&NC will continue to pay its portion of the employee's medical insurance premiums during the leave period. The employee must continue to pay his/her share of the premium, and failure to do so may result in loss of coverage. If the employee does not return to work after expiration of the

leave, the employee may be required to reimburse the SM&NC for payment of the employer's portion of medical insurance premiums during such leave, unless the employee does not return because of a serious health condition or other circumstances beyond the employee's control.

Following a leave of absence under this policy, consideration of reinstatement to active employment will be given, but will depend upon such factors as the nature of the position, the duration of leave, the employee's past performance, business conditions and job availability.

SICK LEAVE

Full-time employees are eligible for a maximum of twelve (12) days of paid sick leave for personal illness in each calendar year, accrued at the rate of one day per month. Regular part-time employees are also eligible for sick leave, pro-rated based upon the number of regular hours worked each pay period. Employees who are absent for more than three (3) consecutive days must provide a note from a physician clearing them to return to work.

Employees may not carry over sick leave from one year to the next. An employee will be not be paid for any accrued unused sick time upon separation from employment. Employees must contact their manager no later than the beginning of the business day if they are unable to come to work due to illness. If the employee's manager is not available at the time of the call, the employee must leave a voicemail message and notify the administrative office. Any manager who will be absent must contact the Director of Finance, the Human Resources Director or the Executive Director & CEO to inform them of his/her absence and any responsibilities that need to be addressed.

DOMESTIC VIOLENCE LEAVE

Employees who are victims of family violence are entitled to up to twelve (12) days of unpaid leave when reasonably necessary for the following reasons:

- To seek medical care or counseling for physical or psychological injury or disability,
- To obtain services from a victim services organization,
- To relocate due to the family violence, or
- To participate in any civil or criminal proceeding related to or resulting from such family violence.

For purposes of this policy, "family violence" means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members. "Family or household member" means any of the following persons, regardless of the age of such person: (A) spouses

or former spouses; (B) parents or their children; (C) persons related by blood or marriage; (D) persons presently residing together or who have resided together; (E) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (F) persons in, or who have recently been in, a dating relationship.

When the need for leave under this policy is foreseeable, employees must provide the SM&NC with at least 7 days' notice in advance of the first day for which leave is needed. When the need for leave is unforeseeable, employees must provide notice as soon as practicable. Employees may be asked to provide a signed written statement certifying that the leave is for a purpose authorized under this policy, or may be asked to provide other documentation of the need for leave including, but not limited to, police or court records or a signed written statement that the employee is a victim of family violence from an agent of a victim services organization, an attorney, an employee of the Connecticut Judicial Branch's Office of Victim Services or the Office of the Victim Advocate, or a licensed medical professional from whom the employee has sought assistance with respect to the family violence. All such information will be kept confidential except as required by law or as necessary to protect the employee's safety in the workplace.

CRIME VICTIM AND COURT APPEARANCE LEAVE

Employees who are crime victims or witnesses are entitled to an unpaid leave for the purposes of attending court proceedings or to participate in police investigations. Employees will not be penalized, threatened, or terminated because they obey a legal subpoena to appear before any court as a witness in any criminal proceeding or to attend a court proceeding or participate in a police investigation related to a criminal case in which the employee is a crime victim. For purposes of this policy, a "crime victim" means an employee who suffers direct or threatened physical, emotional or financial harm as a result of a crime or an employee who is an immediate family member or guardian of a person who suffers such harm and is a minor, physically or mentally disabled, or a homicide victim.

When feasible, the employee must give the Human Resources Director a copy of the notice of each scheduled legal proceeding. If advance notice is not possible, employees must provide the Human Resources Director with documentation as soon as practicable after the leave.

JURY DUTY LEAVE

All full-time employees who work thirty (30) hours per week or more will be paid their normal rate of pay for the first five (5) days of jury duty. To qualify for jury duty leave, the employee must submit to his or her manager and the Human Resources Director a copy of the summons to serve as soon as it is received.

- Employees must notify their manager each day that they are required to be in court and must provide written documentation of service from the court for each day served.

- Employees who receive any remuneration from the court for the first five days of service must remit that remuneration, (excluding transportation, parking and meals) to the SM&NC.
- Employees who serve beyond five (5) days may elect to use accrued vacation or accrued flex time to cover their absence from work or elect to go on an unpaid leave of absence. In that event, they will continue their insurance and other benefits and will be reinstated to their regular position at the conclusion of jury duty service.
- Employees who report to jury duty on non-scheduled workdays will not be paid.
- All employees must report for work in his or her regular assignment when not required to be in attendance at court.
- Part-time, seasonal & temporary employees will not be eligible for jury duty pay.

MILITARY LEAVE

Employees who are required to attend yearly military reserve training are entitled to unpaid time off and to reinstatement in accordance with applicable state and federal laws. The SM&NC requires that advance notice be given to the employee's manager and the Human Resources Director so that necessary staffing and other arrangements can be made for military leaves. In the case that an employee who has a reserve military obligation and is called to active duty, the SM&NC will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act.

BEREAVEMENT LEAVE

Full-time employees are permitted up to three (3) days paid time off in the event of a death in the employee's immediate family, subject to approval by the Human Resources Director. The Executive Director & CEO may, after considering the circumstances of the particular situation, extend the leave for more than three days. "Immediate family" is defined as mother, father, grandfather, grandmother, step-parent, spouse, domestic partner, son, daughter, step-children, grandchildren, brother, sister, step-brother, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law, aunts, uncles, first cousins. Employee may request flex days or vacation to extend time off when personal circumstances require it.