

**PURPOSE:** To establish procedures and employee responsibilities for taking leave.

**DEFINITIONS:**

1. PTO – PTO is an offered benefit to Full time staff. PTO is used when full time staff request specific time off from work. Part time employees do not earn PTO.
2. New Employee Eligibility – At the completion of 1040 worked hours, a Part-Time employee will be allowed 4 days of personal request leave without pay. Prior to completion of the 1040 worked hours, all part-time employees must follow policy #116 for requesting days off.
3. Leave – Requests made by part time staff for requesting specific time off.
4. Medical leave – Leave recommended and requested in writing by your physician.
5. Unplanned Medical Leave – Unplanned medical leave requested due to an unexpected medical condition.
6. Personal Injuries – Injuries occurring at work or affecting your work performance.
7. Sick Leave – Part-Time staff who are unable to make it to a scheduled shift due to illness. Must follow company policy #116 and #124.
8. Military Leave – When an employee is required to leave his employment with Clark Lake Homes Inc to provide service to this country as needed.

**PROCEDURE:** Following policy and procedure when taking time off from work is very important. Clark Lake Homes Inc. expects all staff to follow company policy and procedure when requesting time off from work.

- PTO Requests – All Full-Time employees with PTO benefits must refer to policy #114 Employee Work Hours. This is provided for your review at the offer of full-time employment.
- Personal Leave Requests – A Part-time staff/New hire that completes 1040 worked hours probationary period is eligible to make a request for 5 personal days off without pay per year. When submitting a personal leave request of 2 days or less, the employee must submit in writing the days requested 30 days in advance and indicate the reason for the leave, at Clark Lake Homes, Inc. office with the Office Coordinator. When submitting a personal leave request of 3 or more days, the employee must submit in writing the days requested at least 60 days in advance and indicate the reason for the leave, at Clark Lake Homes, Inc. office with the Office Coordinator. Administration will review the request and will approve or deny the request. If the requests are made less than the above listed time frames or if the request is made after the schedule has been posted, staff will be expected to find their own replacement for their shifts (Policy #116). These replacements must be approved by the Clark Lake Homes Inc. Administrative personnel prior to scheduled changes occur. Exchange of Shifts Forms will be used when making a leave request. It is the staff's responsibility to check back with the office to see if the request was approved or denied. Full-Time staff requests will be a priority over part-time requests.

**PLANNED MEDICAL LEAVE:** When requesting planned medical leave, staff will need written request by their personal physician indicating the amount of time needed off from work. This written request along with the personal leave form will be submitted to Clark Lake Homes Inc. Administration for review. While on leave, it is the staff's responsibility to update the office on progress and return-to- work dates. Staff will need to have their

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LEAVE REQUEST POLICY FOR EMPLOYEES

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physician complete a Functional Capacity Check List on their progress. Prior to returning to work, this form will need to be turned into Clark Lake Homes Inc. Office and reviewed by Administration.

**UNPLANNED MEDICAL LEAVE:** When an employee has an unplanned medical condition that prohibits them from working, they will personally contact Clark Lake Homes Inc. Administration at the office or by telephone prior to missing a scheduled shift. Staff are required to contact the office prior to any assigned shift to inform the office of their work status. A Functional Capacity Check list will need to be completed by a physician and submitted to Clark Lake Homes Inc. Office prior to returning to work.

**PERSONAL INJURY:** All injuries occurring at work will be reported to Clark Lake Homes Inc. Office. Reports will be submitted in writing by filling out an Employee Incident Form. Forms are located at all of the Homes as well as the office and will be completed prior to leaving the shift where the accident occurred. Accidents that require medical care and result in loss of time from work will need to be submitted to the Workmen's Compensation Insurance. The Administrator will need to be notified immediately.

**SICK LEAVE:** All staff are required to follow the established Call-In procedures for not working scheduled shifts due to illness. Refer to the Clark Lake Homes Policy #116 Shift coverage and policy #120 Sick and Safe Time Leave Policy. When returning to work from being ill, staff will complete a Sick Leave Request Form stating the reason for the absence. A slip from your physician will be requested if more than 2 consecutive days are used. These slips will be turned into the office when returning to work. New employees during the probationary period of 1040 hours must submit a doctor's note for 1 day missed due to seeing a physician.

**FAMILY ILLNESS:** Staff will be able to use up to 3 accumulated sick leave days per year for illness of family members of the immediate family. Immediate family is defined as parents, children, spouse, and grandparents. See policy #120 for those who qualify for Sick and Safe Time Leave.

**PHYSICIAN CERTIFICATE OF ILLNESS:** A physician's certification will be required when more than 2 consecutive days are used. Part-time staff missing more than 2 consecutive scheduled shifts will be required to obtain a physician's certificate.

**FUNERAL LEAVE:** Staff will be granted 3 days for a death in the immediate family. Immediate family is: grandfather, mother, father, mother-in-law, brother, sister, spouse, or children. Full time staff will utilize sick/vacation leave balance up to 3 days in combination with unpaid time if needed. Balances will be utilized first before unpaid leave will be granted by the Administrator. Part time staff shall seek unpaid leave time by Administrator's approval by telephone or in person. If the Administrator is not available, all requests must be notified in person or on the telephone to the management team consisting of: Administrator, Program Managers, and the company RN.

**MILITARY LEAVE:** Clark Lake Homes Inc. will honor military obligations when applicable. Staff that leave the company for a significant length of time in order to accommodate service to their country will be able to return to work at Clark Lake Homes Inc. in the same capacity with regard to what is available at the time of the individual's return.