

PAID LEAVE POLICY

Last updated: March 24, 2013



Paid leave for bargaining unit employees is governed by the relevant provisions of the current Collective Bargaining Agreement.

Paid leave for an employee who is neither a manager nor represented by the union will be equivalent to paid leave for a bargaining unit employee with the same years of service at Free Geek, unless otherwise noted in writing in the employee's personnel file.

Paid leave for managers is authorized by a decision of the Board of Directors at their meeting on March 13, 2013. Managers are eligible for two types of paid leave.

- **Paid Time Off**, or **PTO**, serves as a combination of vacation and undocumented sick leave.
- **Documented Sick Leave** requires a doctor's note or other documentation that specifies the time and nature of the illness.

PTO accrues per hour worked. For "per hour worked," each pay period should always have exactly 80 hours reported on each manager's paycheck because of their salaried/exempt status, unless they are on unpaid leave. A manager's actual logged hours will vary, of course, for purposes of reporting programmatic and general management duties.

- **Directors** accrue 0.096 hours of PTO per hour worked, with a cap of 320 hours on the accrued balance.
- **Managers** and **Partners** accrue 0.096 hours of PTO per hour worked, with a cap of 280 hours on the accrued balance.
- **Supervisors** accrue 0.077 hours of PTO per hour worked, with a cap of 240 hours on the accrued balance.

Documented Sick Leave accrues per calendar year, with the accrued balance adjusted each January 1. New managers hired after April 1, 2013 will start on their first day with a prorated balance for the appropriate calendar year.

- **Directors** accrue 80 hours of Documented Sick Leave per year, with a cap of 480 hours on the accrued balance.
- **Managers** and **Partners** accrue 80 hours of Documented Sick Leave per year, with a cap of 400 hours on the accrued balance.
- **Supervisors** accrue 80 hours of Documented Sick Leave per year, with a cap of 320 hours on the accrued balance.

Both PTO and Documented Sick Leave can be taken either as **full days** (8 hours) or **half days** (4 hours). Accrued PTO gets paid out in a lump sum when an employee leaves Free Geek. Accrued Documented Sick Leave is forfeited upon separation of employment.

Managers, Partners and **Supervisors** should clear planned PTO with their supervisors. The "deadline" for requests varies by the length of time a manager is planning to be gone.

- **1 week** of prior notice for **up to 2 days** of planned PTO.
- **2 weeks** of prior notice for **3-5 days** of planned PTO.
- **4 weeks** of prior notice for **6-15 days** of planned PTO.
- **8 weeks** of prior notice for **16 or more days** of planned PTO.

Directors do not require anyone's approval to schedule up to 2 days of planned PTO. One other Director needs to approve planned PTO of 3-5 days. Both other Directors need to approve planned PTO of 6 or more days. The Board can approve paid leave over a Director's objection.

The Human Resources function is responsible for collecting and retaining all supporting documentation for Documented Sick Leave claimed by employees.