

Northern New England Conference

Employee Leave Policy

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Paid Time Off (PTO)

Northern New England Conference provides paid time off as one of the many ways to show our appreciation for your service. If you are a full-time employee, you will accrue PTO for vacation, holidays not observed by our organization, and absences due to illnesses or personal circumstances.

PTO is accrued based on years of service. You are required to use PTO for all your time off needs, unless it falls under our Long Term Sick Time policy. It starts accruing from the first payroll, of the year or of employment, and can be used, upon approval, as soon as it shows on your paystub.

You will accrue PTO on the following rate:

Years of Service	Yearly Accrued Time
0 – 4 years	3 weeks
5 – 9 years	4 weeks
10 years and above	5 weeks

If you are a **Pastor**, you will accrue 5 weeks of PTO regardless of years of service. *Note: Office staff PTO is based on a 4-day work week while Pastor's PTO is based on a 6-day work week (Sundays are considered "weekend").*

If you are a 10-month **Teacher**, you will be entitled 1 week of short term sick time and 2 personal days per year. If these days are exhausted, you will be responsible for the cost of the substitute teacher, and the payment will be deducted from your bank account.

You will not be permitted to use PTO more than what you have accrued. In other words, you are not permitted to borrow against PTO you have not yet accrued or to have a negative PTO balance. If you take time off more than your PTO balance, the leave will be unpaid.

Requesting PTO

PTO should be requested as far in advance as possible, but at least 3 days prior to taking time off. An online request form found on our website is required to be filled out, submitted, and approved by your immediate supervisor and the Human Resources Department.

Employee requests for PTO are not to be made during pastor/teacher conferences, camp meeting, and office staff meetings in the case of officers, departmental directors/associates and secretaries.

Carryover

Maximum PTO will be calculated in our payroll system based on 150% of your annual accrual of time off. If there are any days left over at the end of the year, it will be automatically carried over to the following year.

Payout

At the time of termination or separation from denominational employment or retirement, all accrued but unused PTO shall be granted. The maximum shall be up to 150% of the annual PTO accrual and carryover.

When an employee is transferred from one denominational organization to another, PTO is calculated as such: PTO accrued + carried over – used, up to 150%, shall be paid in cash by the former employer to the employee at the time of transfer. The accrued amount will be equal to the amount the employee will have accrued up to the termination or transfer date.

Long Term Sick Time

Long term sick time is accrued at the rate of one week per year. Beginning with the fourth 4th work day of an illness, full time pay shall be continued and charged to the long term sick leave bank until those hours have been exhausted. Note: The first three days of the sickness will be deducted from the PTO bank. Only from the 4th day on will be charged to long term sick time.

To qualify for this benefit, you must be under the care of a physician. In cases where you are hospitalized, the count shall begin on the day of admittance to the hospital.

In case of an employee exhausting all short term and long term sick time, the remainder of the days will be considered unpaid time, and the employee should apply for FMLA to assure that their employment is secure and that the absences aren't considered unexcused.

In case of a **teacher** exhausting all short term and long term sick time, they will be responsible for the cost of the substitute teacher, and the payment will be deducted from your bank account.

Long Term sick time may be accrued to a maximum of 1,000 hours (26 weeks). It shall not be converted to paid leave or be considered as credit payable at the termination of employment.

Long Term sick time does not apply to:

- Any day during which an employee is entitled to cash benefits for temporary disability under Worker's Compensation or employee's disability laws.
- Any period of confinement in a public or private institution because of an emotional or psychopathic illness arising from addiction to alcohol, drugs, etc.
- Any period when incarceration is the cause of absence from work.

Requesting LT Sick time

If the employee has entered long term sick time, they will be required to submit a Time off Request online form online with the total amount of days used.

Holidays

If you are a full-time employee, you are eligible for the holidays voted by NNEC Executive Committee for that year.

Permanent, part-time employees are eligible for holiday pay pro-rated based on the average hours of work per day. *Additional or substitute holiday time preceding or following these day may be determined by the Administrative Committee.

Snow Days

Snow days are in place to provide our office employees an option to stay home when they, in their judgement, feel it is unsafe to travel to work. You are allowed up to two work days (19 hours) annually for snow days. Snow days cannot be used as personal days. These two days are on an honor system and should be taken during the year given and cannot be carried forward. If employees take more than two days off for snow days it will be deducted from PTO, or made up in the same work period to avoid loss of pay. Teaching staff will approach snow days in accordance with the decisions of the Education department and their local school board. Pastoral employees should utilize good judgement, but are frequently called to serve in rain, snow and sleet.

Generally, as we live in New England and deal with snow on a regular basis, the office will be open during regular working hours. If workers are sent home early due to an impending storm or if the office is officially closed, it would not be applied toward the two-day snow day policy above.

Family and Medical Leave

The purpose of the Family and Medical Leave Act ("FMLA") of 1993 is to help employees balance work and family life by allowing reasonable leave for specific reasons. Under FMLA, you may be entitled to receive up to twelve weeks of job-protected leave within a rolling twelve-month period. This policy defines the eligibility requirements and the procedures for requesting family or medical leave. Leave may be taken for the following reasons:

- Birth of an employee's child.
- Placement of a child with an employee for adoption or foster care.
- Need for an employee to care for a child, spouse, or parent who has a serious health condition.
- When an employee is unable to perform the functions of his/her position because of a serious health condition.

To be **eligible** for leave under this policy you must have been employed for at least twelve months in total, and must have worked at least 1250 hours during the twelve-month period immediately preceding the commencement of the leave.

The provisions of this policy shall apply to all family and medical leaves of absence except to the extent that such leaves are covered under other paid employment benefit plans or policies for any part of the twelve

weeks of leave to which the employee may be entitled under this policy. In other words, if you have accrued any of the following paid leaves, you must first use paid leave and take the remainder, of the twelve weeks as unpaid leave:

1. Leave of Absence
2. Paid Time Off
3. Long Term Sick Time
4. Workers' Compensation

Conditions

- The Northern New England Conference will require non-specific medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, or parent.
- An employee will need to obtain a job-related "fitness for duty" certificate from the attending physician or health care provider prior to his or her return to work if the FMLA leave taken was based on the employee's own serious health condition.
- If medically necessary for a serious health condition of the employee or his/her spouse, child or parent, leave may be taken on an intermittent or reduced leave schedule. If leave is requested on this basis, however, the conference may require the employee to transfer temporarily to an alternative, but equivalent in pay and benefits, position which better accommodates recurring periods of absence or a part-time schedule.
- Spouses who are both employed by the Northern New England Conference and are requesting family and medical leave for the same qualifying event are entitled to a total of twelve weeks of leave (rather than twelve weeks each) for the birth, adoption, or placement of a child for foster care or for the care of a sick parent (but not a parent-in-law).

When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, you must provide 30 days' notice or as soon possible and make efforts to schedule leave so as not to disrupt Northern New England Conference operations. In cases of illness, you will be required to report periodically on your leave status and intention to return to work.

If you fail to provide 30 days' notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the conference treasurer received notice.

While you are on leave, the Northern New England Conference will continue your health care benefits during the leave period at the same level and under the same conditions as if you had continued to work.

Benefit entitlement based upon length of service will be calculated as of the last paid day prior to the start of the unpaid leave of absence.

Procedure

1. The employee must fill out the Time Off Request online form.
2. All requests for family and medical leaves of absence due to illness will additionally require the completion of the Certification of Physician or Practitioner form (found at nnec.org) which must also be returned to the conference Human Resources Department. The employee should return the form within 15 days of the request for family and medical leave or provide an acceptable explanation for the delay.
3. The conference Human Resources officer will inform the employee of the Conference Executive Committee decision to the request for leave.

Jury Duty

Witness or jury leave will be granted to full-time employees who have been subpoenaed to appear in court as a juror or witness. Upon receiving a summons, we request that you immediately notify your immediate supervisor and fill out the Time Off Request online form.

After presenting the official court order, you will receive your regular pay for jury or witness duty. If you appear in court solely for your personal court action (e.g. you are the plaintiff or the defendant), you must use PTO, if accrued, or the absence will not be compensated and may count as an unexcused absence.

Bereavement Leave

The death of a loved one is a difficult experience and we understand that you may need to make funeral arrangements and attend the funeral. In the event of a death in a full-time employee's immediate family (spouse, father, mother, sister, brother, father-in-law, mother-in-law, sister-in-law, brother-in-law, children, grandparents, and grandchildren) the employee is eligible for up to 3 days of paid bereavement leave, including time needed for attending the funeral and handling of personal affairs. Any additional funeral leave will be deducted from PTO. We request that you immediately notify your immediate supervisor and fill out the Time Off Request online form.

Military Leave

Military leaves of absence are governed by the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees in the military reserves are given a non-compensated leave of absence to attend active duty as required. The Human Resources Department and your immediate supervisor should be given as much advance notice as possible of the dates for active service, and the Time Off Request online form should be submitted. Reinstatement of your position and continuation of health care benefits will be provided in

accordance with USERRA based on the length of leave and subject to the terms, conditions, and limitations of the applicable plans for which you are otherwise eligible.

Extended Leave of Absence

Employees may find it necessary, for personal reasons or for circumstances beyond their control, to apply for a leave of absence. After having served the Northern New England Conference for one year, you may request a leave of absence of not more than three months without losing qualifications for benefits after your reinstatement. After that period, unless proper arrangements have been made in advance, you will be automatically terminated. No benefits will accrue during the time you are on extended leave of absence. Requests should be submitted via the Time Off Request online form and approved by the Human Resources Department.

In granting the leave of absence the governing committee will communicate in writing to the employee:

- Responsibility for reinstatement and positioning following leave of absence.
- Length of the leave of absence.
- Financial benefits (if any) during leave of absence.
- Service record credit during time of absence.