

HOLIDAY, FLEXIBLE PAID TIME OFF AND SICK TIME FOR ALL FULL-TIME YEAR-ROUND DOMUS KIDS INC. STAFF

One workday = eight (8) hours, one workweek = five (5) days, or 40 hours.

Time-off benefits for any full-time employee who is regularly scheduled to work less than 35 hours (30 to 34 hours) on a weekly basis will be prorated based on his/her regular workweek.

HOLIDAYS

The following eleven holidays are paid holidays for full-time employees:

New Year's Day	Labor Day
Martin Luther King Jr. Day	Election Day
Presidents' Day	Thanksgiving Day
Memorial Day	Friday following Thanksgiving Day
Juneteenth	Christmas Day
Independence Day	

If a holiday falls on Saturday, it normally will be observed on the preceding Friday. If a holiday falls on Sunday, it normally will be observed on the following Monday.

The holiday schedule is available on the ADP portal.

Due to staffing requirements during holiday periods, many employees are expected to work some holidays each year. Full-time employees who are scheduled to work on a holiday receive an alternate day off with pay. These alternate holidays should be scheduled through each employee's supervisor. There is no compensation for unused holidays upon termination of employment.

All full-time employees are eligible for paid holidays immediately upon hire.

Full-time employees who are scheduled to work less than 35 hours per week are paid for holidays which fall on their regularly scheduled work days only.

FLEXIBLE PAID TIME OFF

Full-time employees are eligible for flexible paid time off. This time is to be used for all planned and unplanned absences other than sick time. Flexible paid time off may be used immediately upon hire. Pay will not be granted in lieu of taking actual time off.

Employees are encouraged to take, rather than save, most of their flexible paid time off as it is an important time for rest and revitalization. However, employees should be aware that if they are out of flexible paid time off and have a personal emergency that

time would be unpaid. Employees should direct any questions regarding flexible paid time off to their supervisor.

The yearly flexible paid time off schedule begins on July 1 and ends on June 30.

New Employees

New full-time employees are eligible for a prorated flexible paid time off allowance during the fiscal year of hire as follows:

<u>Date of Employment</u>	<u>Flexible Paid Time Off Allowance</u>
July 1 through August 31	fifteen (15) days
September 1 through October 31	thirteen (13) days
November 1 through December 31	eleven (11) days
January 1 through March 31	seven (7) days
April 1 through June 30	one (1) day

Regular Continuing Employees

Starting with employees' first full fiscal year of employment (July 1 – June 30) and every year thereafter, employees are eligible for flexible paid time off allowance each year as follows:

<u>Fiscal Year of Employment</u>	<u>Flexible Paid Time Off Allowance</u>
First full year	fifteen (15) days
Second full year	fifteen (15) days
Third through fifth full years	twenty (20) days
Sixth full year and beyond	twenty-five (25) days

Note: Employees hired prior to August 31 will have their seniority date adjusted to July 1 and receive credit for their first full fiscal year during their year of hire.

Flexible paid time off is accrued on a monthly basis and may be taken at any time during the year pending supervisor approval, subject to workload conditions in the department and the above eligibility requirements. With approval, employees are permitted to take flexible paid time off prior to accruing such time in a fiscal year, but are expected to pay the time back if termination occurs prior to accruing the time off.

Splash Weeks

Employees will receive an extra five days of flexible paid time off during their 10th, 15th, 20th, 25th and 30th full fiscal years of employment to recognize their loyalty and service.

Carryover of Flexible Paid Time Off

Employees are not permitted to carry over any flexible paid time off from one fiscal year to the next. Any accrued and unused flexible paid time off will be forfeited at the conclusion of the fiscal year (June 30).

Flexible Paid Time Off Requests

Planned: (Formerly Vacation and Planned Personal Days)

Employees are to submit flexible paid time off requests in writing (via email or the ADP portal depending on supervisor preference) to their supervisor as soon as s/he knows his/her plans but no less than two weeks prior to the requested time off. Half days are permitted. Changes to employees' flexible paid time off plans should be submitted to the supervisor with as much notice as possible.

Requests for Flexible Paid Time Off that are for a period longer than two consecutive weeks require the approval of your supervisor and program chief.

When possible, flexible paid time off periods will be in accordance with employee requests, taking operating requirements into account. Length of employment may determine priority in scheduling planned vacation times. Flexible paid time off will be approved or denied as soon as possible via email. You should not confirm plans for flexible paid time off until you receive email approval from your supervisor. We recommend you refrain from things such as purchasing plane tickets or placing non-refundable deposits until approval is received.

Unplanned: (Formerly Personal Days)

Unplanned flexible paid time off is time needed due to a personal issue, other than illness, which cannot be scheduled outside of your work hours. Employees are to submit their requests for unplanned flexible time off as soon as possible. Half days are permitted. It is preferred that flexible paid time off be planned in advance with approval by supervisors, though it is understood that personal issues may arise from time to time causing employees to need time off without previous notice.

These may include but are not limited to the following:

- household emergency
- inclement weather
- transportation problems

- funeral of other than immediate family members covered by bereavement policy

Flexible Paid Time Off Standards

When an employee is away from work, it is expected that the employee will advise youth and their families (if appropriate), change his or her voicemail message as necessary, and implement the out-of-office message on his/her e-mail if applicable. Employees should indicate on their voicemail and out-of-office email who should be reached in their absence.

Flexible Paid Time Off Payments at Termination

Eligible employees will be paid on a prorated basis for any accrued but unused flexible paid time off upon termination provided that two weeks' notice has been given.

ABSENCES AND LATENESS

Due to the nature of Domus' programs and the need to ensure the safety of its youth, regular and punctual attendance is expected of all Domus employees. This includes all staff meetings and supervisory sessions.

To encourage employees to keep attendance at work at a maximum and absences at a minimum, and to permit bona fide absences without unduly jeopardizing an employee's income or job status, Domus has developed an absence policy for all employees.

Domus' absence policy recognizes that employees may occasionally need to take unplanned absences for various personal reasons. Accordingly, the policy allows leadership flexibility in managing absenteeism consistent with Domus' commitment to the needs of its youth and their families.

Personal issues requiring planned time away from work, such as doctors' appointments, should be scheduled during non-working hours if possible. Domus encourages its employees to be fair to their co-workers when scheduling such appointments. This implies that if it is necessary that an appointment be made during the workday, the employee make an effort to schedule such appointment at either the beginning of the workday or the end of the workday, allowing the employee to work the remaining portion of the day.

Sick Days

A sick day is defined as an unplanned or unforeseen absence due to either the employee's illness or an illness of a member of the employee's immediate family. In the latter case, the employee is needed to care for the immediate family member at home or must take the family member to a physician or other medical facility. Sick time can also be used for medical appointments.

New Full-Time Employees

New full-time employees are eligible for a prorated sick day allowance during the fiscal year of hire as follows:

<u>Date of Employment</u>	<u>Sick Day Allowance</u>
July 1 through August 31	ten (10) days
September 1 through October 31	eight (8) days
November 1 through December 31	six (6) days
January 1 through March 31	four (4) days
April 1 through June 30	two (2) days

Regular Continuing Employees

Starting with full-time employees' first full year of employment (July 1 – June 30) and every year thereafter, employees are eligible for ten (10) sick days' allowance each year.

Carryover of Sick Time

Employees are permitted to carry over no more than twenty (20) unused sick days from one fiscal year into the next fiscal year. No more than thirty (30) sick days are permitted to be accumulated during any fiscal year for any employee.

Pay in Lieu of Time Off

Pay for sick days will not be granted in lieu of taking the actual time off; there is no compensation for unused sick days at termination.

Inclement Weather

In the case of inclement weather, it is expected that Domus and its programs will remain open (except in extreme situations), and employees are expected to make reasonable and prudent efforts to attend work.

If extreme weather conditions require closing any Domus facility, employees will be notified by their supervisor.

It will be considered a flexible paid time off day if employees do not come to work when the office and building remain open. If an employee has exhausted all of his/her flexible paid time off the day will be charged as a sick day. If an employee has no sick days remaining then the day would be unpaid.

Notification to Supervisor – Absence or Lateness

If an employee will be late or absent from work, s/he must notify either his/her supervisor, the On-Call Administrator, or the Program Director as soon as reasonably

possible but no later than the start of the employee's scheduled shift. It is required that such employee speak directly to one of these three individuals and indicate a contact phone number and/or email address where s/he can be reached on the day of the absence or lateness. Notifying anyone other than a supervisor, the Program Director, or the On-Call Administrator is not acceptable.

Employees who fail to notify Domus of their absence via the above-described individuals for three (3) consecutive workdays shall be considered to have resigned their position voluntarily. Employees who are consistently late to work will be subject to disciplinary action up to and including discharge from employment.

When an employee is absent from work with notice for three (3) consecutive workdays or more for illness, a physician's note will be required before returning to work. Domus will contact the employee if such a release is required. *See Short-Term Disability Leave Policy.*