



Leave Policies

Vacation Leave:

All permanent SCG employees will receive annual leave. Full-time employees (working 40 hours/week) earning less than \$30,000 base salary per year will automatically accrue leave at a rate of two work weeks (10 days) per year. Full-time employees (working 40 hours/week) earning a base salary of \$30,000 or more will automatically accrue leave at a rate of three work weeks (15 days) per year (accrued at 5 hours/pay period). In addition, permanent full-time employees receive an additional day of vacation for every five years of service. Annual leave may be used only when an employee's supervisor has determined that job responsibilities will be adequately covered during the leave period and has given prior approval to the employee. On snow days or other emergencies, employees are allowed to take unapproved annual leave if they have accrued enough leave to cover the time off.

Part-time employees (non-seasonal staff scheduled to work 20 or more hours/week on a regular and consistent basis) will accrue 40 hours of vacation per year (1.67 hours/pay period).

Eligible staff may carry over up to 240 hours of unused, but accrued vacation from one calendar year to the next.

Sick Leave:

All permanent full-time employees (working 40 hours/week) will automatically accrue sick leave at a rate of two work weeks (10 days) per year (accrued at 3.33 hours/pay period). It is the company policy that sick leave be used as such and not as personal leave.

It is SCG policy (in accordance with the Defense Contracting Auditing Agency) that sick leave be used for illness, doctor appointments, and dentist appointments, for the employee. Sick leave also is allowed for death in the immediate family (refer to bereavement leave below). Sick leave is not to be used for personal leave or for the illness or doctor's appointments of your children or other family members. When you are out sick, please telephone your supervisor. If your supervisor is not available, please leave him/her a voicemail message and notify Human Resources that you will be out. If an employee is out sick for 3 or more consecutive workdays, the employee is required to submit a doctor's note with his/her timesheet to use sick leave. In addition, if an employee is out sick and already has expended all of his/her sick leave, the employee is required to take vacation. If the employee has expended both sick leave and vacation leave, the employee then must take leave without pay. Excessive use of leave without pay could result in an employee's failure to work the number of hours required to maintain full-time status, resulting in loss of full-time employee benefits. Once an employee submits their resignation, the use of sick leave is not allowed.

Eligible staff may carry over up to 240 hours of unused, but accrued sick leave from one calendar year to the next.

Requesting Time Off:

Staff should request the use of planned vacation or sick leave (for doctor and/or dentist appointments) via the On-Line Leave Request system through the SCG Intranet (located on the Staff Tab). Generally, it is SCG's policy to not advance vacation or sick leave and only grant requests for hours up to the amount of accrued leave. Only on a case-by-case basis, and under extenuating circumstances, will leave without pay or the advancement of leave be granted. Please note that the hours reflected on the SCG Intranet may not be up-to-date and employees are encouraged to refer to their most recent paystub to obtain this information.

Holiday Pay:

Regular permanent employees (non-seasonal staff who work at least 20 hours or more a week) are eligible for paid holidays during each calendar year. SCG observes ten (10) paid holidays—refer to the annually published SCG holiday schedule for the exact day of observance. Generally, holidays that fall on a Saturday are observed on the preceding Friday. Holidays that fall on a Sunday are observed on the following Monday.

Part-time employees will receive four (4) hours of holiday pay only if they are regularly scheduled to work the day on which a holiday falls (i.e., if a part-time employee is scheduled to work on a Monday, and a holiday falls on that day, the employee would be compensated for 4 hours of holiday pay. However, if an employee is not regularly scheduled to work the day on which a holiday falls, he/she would not be compensated for holiday pay on that day.)

Employees who are on short-term disability or unpaid leave of absence during the holiday period are not eligible to receive holiday pay.

Jury Duty:

SCG considers it a citizen's civic duty to participate as a member of a jury panel when required. SCG will, when requested, provide vacation time off to an employee so called. If an employee does not have sufficient accrued and unused vacation time to cover his/her expected jury duty requirement, time away from the office would be considered leave without pay. During the period of such duty, the employee is expected to report for work when it does not interfere with his/her court obligations.

Bereavement Leave:

When a death occurs in an employee's immediate family, the employee may request and shall receive up to three (3) days of sick leave. If an employee does not have sufficient accrued and unused sick leave to cover the time out of the office, an employee may use his/her vacation leave to cover any time off.

The following is considered immediate family:

- Spouse, and parents thereof
- Sons and daughters, and spouses thereof
- Parents, and spouses thereof
- Brothers and sisters, and spouses thereof
- Grandparents and grandchildren, and spouses thereof
- Domestic partner and parents thereof, including domestic partners of any individual in 1 through 5 of this definition

Parental Leave (Family and Medical Leave Act):

Employees who have worked for the company for at least 12 months and completed at least 1,250 hours during that time, may take up to a total of 12 weeks of unpaid leave for one or more of the following reasons:

- The birth of a child of the employee; or
- The placement of a child with the employee for adoption or foster care.

Because SCG provides paid leave (vacation and sick leave), you may be required, or the employee may elect, to substitute the paid leave for any part of, or all of the period of parental leave.

Men and women have the same right to take FMLA leave to bond with their child but it must be taken within one year of the child's birth or placement and must be taken as a continuous block of leave.

If the leave is foreseeable, the employee must provide the employer with at least 30 days prior written notice. An employee may begin taking parental leave without prior notice following a premature birth, unexpected adoption, or unexpected foster placement.

Civil Air Patrol Leave:

Employees who serve as a member of the Civil Air Patrol, and who are called to perform a civil air patrol mission are entitled up to 15 days of unpaid leave.

In order to be eligible for leave under this policy, the employee must have been employed by the company for at least 90 days immediately preceding the commencement of leave.

Eligible employees must give as much notice as possible of the beginning and ending dates of the leave. If leave is due to an emergency, you must provide notice to the company as soon as possible after the commencement of the emergency and provide the estimated time for the mission. It is your duty to keep your supervisor informed should the time for leave change.

Employees may be required to provide certification from a Civil Air Patrol authority of eligibility for the requested leave.

Employees may choose to use accrued paid time off for leave under this policy.

Emergency Services Leave:

An employee who is a member of the Civil Air Patrol, civil defense, volunteer fire department, or volunteer rescue squad will be permitted unpaid leave to respond to an emergency declared by the Governor of Maryland or governing body of a county or municipal corporation.

Employees must submit written proof that their participation in the emergency was required.

Employees may choose to use accrued paid time off for leave under this policy.

Military Leave:

SCG is committed to protecting the job rights of employees absent on military leave and will grant employees leave to fulfill their military obligations in accordance with existing state and federal regulations.

Employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Military orders should be presented to your supervisor and arrangements for leave made as early as possible before departure. Employees are required to give advance notice of their service obligations to the company unless military necessity makes this impossible. You must notify your supervisor of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Employees may choose to use accrued paid time off for leave under this policy.

Victims of Crime Leave

The company will grant reasonable and necessary leave from work, without pay, to employees who are victims of a crime to attend or participate in legal proceedings pertaining to the crime. Affected employees must give the company reasonable notice that leave under this policy is required. The time away from work may be limited if such leave creates an undue hardship to the business.

Exempt employees may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

A “criminal proceeding” to which the act applies, covers not only a criminal trial, but other judicial proceedings that have any connection to the crime, from beginning to end including:

- The initial appearance of the person suspected of committing the crime against the employee.
- Any proceeding in which the court considers post-arrest release.
- Any proceeding in which a negotiated plea is presented to the court.
- Any sentencing proceeding or consideration of post-conviction release.
- Any and all proceedings relating to probation.

The class of employees covered under this law includes not only the specific individual who has suffered physical, psychological or economic harm as the result of a felony or assault, stalking, sexual battery, maiming or DUI, but also (1) the spouse or child of such a person, (2) the parent or legal guardian of such a person who is a minor, and (3) where the employee is physically or mentally incapacitated, or the victim of a homicide, the victim’s spouse, parent, sibling or legal guardian.

An employee taking leave under this statute must provide his/her supervisor with a copy of a form received from police after being identified as the victim of a crime, and a copy of notices they received of each scheduled criminal proceeding.

Family and Medical Leave Act:

When you or a loved one experiences a serious health condition that requires you to take time off from work, the stress from worrying about keeping your job may add to an already difficult situation.

The Family and Medical Leave Act (FMLA) may be able to help. Whether you are unable to work because of your own serious health condition, or because you need to care for your parent, spouse, or child with a serious health condition, the FMLA provides unpaid, job-protected leave. Leave may be taken all at once, or may be taken intermittently as the medical condition requires.

In order to take FMLA leave, you must first work for SCG for at least 12 months and have worked at least 1,250 hours during that time (works out to an average of 24 hours per week over the course of a year).

Lastly, you must work at a location where SCG has at least 50 employees within 75 miles of your worksite.

If eligible for FMLA leave, you may take up to 12 weeks of FMLA leave in any 12-month period for a variety of reasons, including:

- Serious health condition (you may take FMLA leave to care for your spouse, child or parent who has a serious health condition, or when you are unable to work because of your own serious health condition).
- Military Family Leave (you may take FMLA leave for specified reasons related to certain military deployments. Additionally, you may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness.)
- Expanding your family (see parental leave above for details).

Please contact Human Resources with any questions concerning any of the above mentioned types of leave.

****NOTE: SCG's leave policies are designed to comply with all applicable federal and state laws. The company reserves the right to add, delete, or modify its leave policies and programs at any time. ****