

## **Leave of Absences, How Time is Paid Out:**

Use of PTO and CIB hours will be required for Family Medical Leave Act (FMLA), medical absences, personal and short term disability (STD) leaves.

Employees will be required to use time in the following manner for these leaves of absence:

### **FMLA Leaves and Other Medical Absences, Intermittent or Full-time (Non-STD-qualifying Leaves or if Not Enrolled in STD)**

Use of PTO and CIB hours will be required for employee and family FMLA leaves and other medical absences, intermittent or full-time. Employees will be required to use time in the following order:

1. Employee must use all PTO hours first.
2. Employee then uses CIB hours. Use of CIB hours must qualify under the Family Medical Leave Act. CIB is limited to 80 hours per year for family FMLA leaves.
3. Employee then must use all personal holidays and all other awarded time off.
4. When all paid time off benefits are exhausted, the employee goes unpaid.

### **Personal Leaves**

Use of PTO hours will be required for personal leaves. Employees will be required to use time in the following order:

1. Employee must use all PTO hours first.
2. Employee then must use all personal holidays and all other awarded time off.
3. When all paid time off benefits are exhausted, the employee goes unpaid.

### **Short Term Disability Leaves**

A minimum amount of PTO hours must be used for the waiting period when an employee is approved for short term disability benefits. All accrued CIB hours must be used before STD benefits begin. Employees approved under the short term disability plan will be required to use time in the following order:

1. At minimum, the employee must use PTO hours for the STD waiting period specified in the short term disability plan (14 calendar days). For a traditional, regular, full-time employee working 40 hours per week, this equals 80 hours. This enables the employee to reserve any remaining PTO hours for time off later in the year.
2. The employee may choose to use additional PTO after the minimum requirement listed above. Communication to the manager and Benefits Specialist is required if additional PTO hours are going to be used during the STD leave.
3. CIB hours must be used next until exhausted.
4. If there are not enough PTO and CIB hours to cover the waiting period, it would be unpaid.
5. The employee could elect to use all personal holidays and all other awarded time off next.
6. After all the employee's own time is exhausted, the employee could apply for the CIB Donation Bank if eligible. If approved CIB Donation hours would be paid next.
7. Lastly, STD benefits (66%) would then be paid