

# PTO & Leaves

## [Paid Time Off – Eligibility](#)

Full-time staff members are eligible for vacation and sick days under the Paid Time Off (PTO) policy. “Full-time” staff members are designated by status, per guidelines under the Fair Labor Standards Act. Through a single amount of time off, this program provides a high degree of flexibility for the staff member.

Once employees become eligible, (designated above as “full-time” classification) their PTO accrues according to the schedule. Accrual begins on date of eligibility (full-time status) and continues each pay period thereafter. EARNED PTO IS AVAILABLE FOR USE AFTER THE FIRST PAYCHECK FOLLOWING THE ANNIVERSARY OF SIX (6) FULL MONTHS OF CONTINUOUS FULL TIME EMPLOYMENT.

## [Bereavement](#)

Employees who wish to take time off due to the death of an immediate family member should notify their Manager immediately. All regular full-time employees are eligible.

For the death of an immediate member, up to five (5) days of paid bereavement leave will be provided. For the death of an extended family member, as defined below, up to three (3) days of paid bereavement leave will be provided.

For purposes of this policy, an “immediate family member” includes: your spouse, “significant other”, parent, step-parent, child, step-child, sibling, step-sibling, grandparent, grandchild, your spouse’s or “significant other’s” parent, child or sibling, or another person living in the household. An “extended family” member is defined as your parent’s or step-parent’s sibling (your aunt, uncle or step-aunt, step-uncle) or that sibling’s child or step-child (your cousin or step-cousin), your spouse’s or “significant other’s” parent’s or step-parent’s sibling (spouse’s/significant other’s aunt, uncle or step-aunt, step-uncle) or the sibling’s child (spouse’s/significant other’s cousin or step-cousin).

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

## **FAQs**

Q: What leave can the employee use upon the death of family members not covered under this policy?

A: An eligible employee may use paid sick time upon the death of such a family member.

## [Jury Duty](#)

Jury Duty is a paid absence for employees who are called upon for service as a jury member or as a material witness.

## **Eligibility**

Employees who are benefits-eligible. Jury Duty pay is limited to 24 hours per incident.

## [Holiday Calendar](#)

Fulltime employees are eligible for holiday pay. These holidays typically include:

- New Year’s Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (1/2 day)
- Christmas Day

- New Year's Eve (1/2 day)

Designated holidays that fall on a Saturday or Sunday will normally be observed on a Friday or a Monday.

Fulltime employees must work or be on an approved paid status on their last scheduled work day before and first scheduled work day after the holiday to qualify for holiday pay.

Fulltime employees who are required to work on a holiday will receive either an alternate day off with pay or holiday pay in addition to regular pay for time worked.

Holidays occurring during scheduled paid absences will not be charged against PTO.

Employees will not be paid for holidays occurring during a leave of absence without pay.

### Personal Leave of Absence

At some point in your career, you may be faced with a personal or family illness or other life event that requires you to be away from work for an extended period of time. Human Resources is available to assist you in managing the leave you need to handle these life events and to ensure a smooth transition back to your role within MEB.

### Personal Leave without Pay

The Personal Leave of Absence without Pay is an unpaid leave for a period up to 30 calendar days.

#### **Eligibility**

A regular benefits eligible classified employee is eligible for a personal leave when the following conditions are met:

- Satisfactory completion 90 calendar days of service.
- Assurance by the employee that the Personal Leave of Absence without Pay has not been requested for the purpose of obtaining employment outside MEB.
- Approval of the employee's request by the responsible District Manager.

#### **Procedure**

- Employee submits the Leave of Absence Request form to the manager, including the anticipated leave starting and ending dates.
- The District Manager notifies employee of their decision to approve or disapprove the leave request.
- If the leave request is approved, the Leave of Absence Request form is completed, signed by the District Manager, Manager and the employee, and forwarded to Human Resources.

### Family Medical Leave

Family Medical Leave (FML) is a leave intended to allow an employee up to twelve protected work weeks off work for qualifying family and medical events in accordance with the Federal Medical Leave Act.

#### **Eligibility**

- Employee has twelve or more months of cumulative service with MEB.
- Employee has worked at least 1,250 regular hours in the twelve months prior to the start of this leave.
- Employee (or qualified family member) has a serious health condition as defined by the Federal Family and Medical Leave Act. U.S. Department of Labor – Wage and Hour Division (WHD) – The Family and Medical Leave Act

#### **Procedure**

- Employee submits the Leave of Absence Request form to the manager, including the anticipated leave starting and ending dates.
- Completed paperwork is forwarded to the Human Resources Department

#### **What Happens to your Benefits?**

- As long as you are on paid status (e.g., PTO), benefit deductions will be taken from your paycheck.

- Upon non-pay status, you may continue health benefits through the end of the FML leave by paying only the employee cost of any such benefits.

#### **FAQs**

Q: My spouse and I both are employees of MEB. We will be having a baby; do we both get twelve weeks off?

A: As employees of the same employer, the total between the two employees will not exceed twelve weeks of FML.

Q: Is FML paid?

A: FML is mandated as unpaid. MEB requires the use of available PTO as a form of pay during FML.

Q: What happens if I exhaust all FML and I am still unable to return to work?

A: You should inform your manager and Human Resources of the inability to return to work as scheduled.

Q: How do I report my FML time?

A: FML time is reported on your timesheet.

Q: In addition to the Department of Labor, what other FMLA resources are available for employees?

A: For additional information, refer to the [Frequently Asked Questions](#) compiled by the Department of Labor.

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