**Title**: **2080 Employee Leave**

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|  | **2080.1 Personal Leave**Unpaid personal leave may be granted to employees for personal reasons other than those cover by other types of absences.* Employees must submit a request in writing to the Director of Human Resources including the start date, the reason for the leave, and the approximate end date. Personal leave must have the approval of the employee’s director and the Director of Human Resources.
* The maximum amount of time taken for personal leave is thirty (30) days. Benefits coverage will remain in effect up to thirty (30) days at the pre-leave level and employee contributions will be collected through invoicing.
* If a qualifying event such as annual enrollment occurs while on personal leave, coverage may be changed accordingly.
* Employees must confirm a return-to-work date with their director or the Director of Human Resources a minimum of one week in advance. If the employee is unable to return to work at the end of the leave, separation from employment may occur.
* Business needs may require a replacement employee during the employee’s personal leave. The employee may then be place in a different position for which the employee is qualified to work.

**2080.2 Parental Leave**Employees working a minimum of thirty (30) hours per week and having a least twelve (12) months of service, are eligible for two (2) weeks of paid parental leave for the birth, adoption or foster care placement of a child, in addition to Family Medical Leave (FMLA). Parental leave must be taken on a continuous basis following FMLA or in lieu of FMLA if the employee is not eligible under FMLA. Parental leave cannot be used to supplement short-term disability (STD) but it can be used during the STD elimination period if employees have no other paid time off to use. **2080.3 Short Term Disability Leave (STD)**The Diocese and its locations pay 100% of short-term disability insurance for employees working thirty-five (35) hours or more per week. Enrollment is automatic on the date of hire (DOH). Benefits are payable after a 7-day elimination period for a maximum of 25 weeks.**2080.4 Long Term Disability Leave (LTD)**The Diocese and its locations pay 100% of long-term disability insurance for employees working thirty-five (35) hours or more per week. Enrollment is automatic on the date of hire (DOH). Benefits are payable after short-term disability benefits are exhausted.Participating in STD/LTD cannot be waived in lieu of using sick time. **2080.5 Military Leave**All the provisions of the Uniformed Services Employment and Re-Employment Act (USERRA) will be adhered to and abided by, and military leave will be granted to all eligible full-time and part-time employees. Employees are eligible on their date of hire with no required minimum number of hours of work per workweek. An employee summoned by the government for the duty, training, or to undergo examination for fitness will be granted unpaid Military Leave. These leaves may last from a few hours to a maximum of five (5) years, unless extended in accordance with federal law. Individuals will not be fired, refused to be hired, disciplined, or otherwise discriminated against because they are in the service. For detailed information regarding a call to active military service, the employee should consult Human Resources. **2080.6 Jury Duty**Paid Jury duty absence is granted to allow employees to perform jury service. Time spent under civic nature will be paid according to the needs of the court. Employees are required to provide documentation of the appearance and ongoing proof of duration to their supervisor. If an employee is compelled to appear in court for a case in which they are a name party, the time off will be unpaid unless personal time is used.Employees working less than 30 hours per week are not eligible for the Jury Duty benefit**2080.7 Funeral Leave**In the event of a death in the immediate family, employees shall receive three days of paid leave. Immediate family is defined as the employees parents, stepparents, spouse, child, stepchild, sibling, step siblings, grandparents, and parents in-law. Funeral leave of one day will be granted for all other family deaths.Employees working less than 30 hours per week are not eligible for funeral leave.  |