



## CONNECTICUT RIVER WATERSHED COUNCIL

*The River Connects Us*

15 Bank Row, Greenfield, MA 01301

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### BOARD POLICY

#### **SICK LEAVE**

The Council provides for up to 3 months (calendar days) of paid sick leave for employees annually. All employees using sick leave for illness or injury must notify their Supervisor when using this leave the day of the illness or injury or as soon thereafter as possible. The employee must keep their Supervisor informed on the expected duration of their absence. For sick leaves beyond five consecutive days taken by the employee the Council shall request medical documentation of the conditions and an assessment of the employee's ability to return to work.

These benefits do not accrue and if unused lapse. Vacation and holiday time shall not accrue while an employee is on sick leave beyond five consecutive days.

#### **FAMILY MEDICAL LEAVE**

The Council provides for a combination of paid and unpaid leave for family medical issues for all employees after their first year of service. Family medical leave includes maternity and paternity leave and care for sick family members. These situations include:

- for the birth and care of the newborn child of an employee;
- for placement with the employee of a child for adoption or foster care; or
- to care for an immediate family member (spouse, child, or parent) with a serious health condition documented by a physician.

Two-weeks of paid family leave are accessible to all employees every three years. The initial accrual date is December 8, 2008 when this policy was adopted.

In addition, the Council provides unpaid leave for all employees for up to 6 months following the two week paid leave window. The Council will continue to provide the employee's full existing health care reimbursement during the first 3 months. If employees request an additional 3 months it is expected that this will be a part-time leave and they will return to work at least half-time. The employee's health care reimbursement benefit will be reduced to the corresponding percentage that they are working. So if a full time employee returns to half-time work for the second 3 months, their health care reimbursement benefit will be reduced by 50%.

These benefits do not accrue and if unused lapse. Vacation time shall not accrue while an employee is on family medical leave.

This benefit must be applied for in writing and be approved by the Executive Director, or by the Chair if sought by the Executive Director or President.

Adopted October 28, 2011