

<b>Chapter:</b>	Human Resource Management		
<b>Title:</b>	Other Leave		
<b>Policy:</b> <input checked="" type="checkbox"/> <b>Procedure:</b> <input type="checkbox"/>	<b>Review Cycle:</b> Triennial  <b>Author:</b> HR Spec.	<b>Adopted Date:</b> 06.2024  <b>Review Date:</b> 06.2024	<b>Related Policies:</b> <a href="#">Employee Benefits</a> Employee Handbook <a href="#">Family Medical Leave Act</a> <a href="#">Wage and Hour – Time Reporting Compliance</a>

**Purpose:**

Hopeful Horizons (HH) offers a range of employee leave options either as an employee benefit or as required by law. This policy was established to stipulate the types of leave and the requirements for requesting and using leave.

**Scope:**

This policy applies to:

- All HH Staff                       Selected HH Staff, as specified:  
 HH Board Members               HH Volunteers  
 Other:

**Policy:**

HH shall authorize employee leave when consistent with Board approved policy and as required by law. Approved leave may be paid or unpaid as described herein. Employees shall request and report leave consistent with HHs' [Time, Activity and Leave Reporting Procedure](#).

A. Vacation Leave: HH full- and part-time employees are granted paid vacation leave in accordance with the following:

1. Preference for approval of dates authorized shall be based on several factors, including but not limited: 1) to the organization's needs, 2) staffing requirements, 3) the employee's accrued days available at the time of the request.
2. Vacation shall be accrued a semi-monthly on a calendar year basis consistent with the following:

	<b>Semi-monthly Accrual</b>	
<u>Length of Service</u>	<u>Accrual Rate</u>	<u>Calendar Year Accrual</u>
0 -2 yrs.	4.00 hours	96 hours
3-6 yrs.	5.00 hours	120 hours
7-10 yrs.	6.67 hours	160 hours
10 years +	8.33 hours	200 hours

3. Part-time employees who are regularly scheduled to work and regularly work 30 hours or more per week are eligible for vacation leave on a pro-rated basis.
4. During the first year of employment, employees may not take more vacation leave than what has been accrued at the time of leave. After completion of one full year of employment, HH may allow an employee to take vacation leave before it accrues, but not to exceed the maximum amount of vacation leave which they would accrue during the current calendar year. If a non-exempt employee takes vacation leave before it accrues and then resigns or is terminated during the current calendar year, the employee shall be required to repay HH for the vacation that was taken but not yet

accrued. The amount deducted shall be calculated by multiplying the employee's regular rate of pay times the number of vacation hours taken but not accrued, prior to separation, all in accordance with applicable state laws.

5. Vacation leave must be used within the calendar year it is earned, unless vacation is postponed at the request of HH. Vacation earned, but not used during the calendar year, will not be paid, and will not be carried over to the next calendar year.
6. Vacation leave may be taken in half-hour increments.
7. An employee who becomes ill during a scheduled vacation cannot change a vacation day to a sick day. Scheduled vacation days count as vacation, even if an employee would ordinarily take a sick day, unless the employee is hospitalized.
8. If an employee is on vacation and the death of an immediate family member or significant other occurs, the bereavement policy becomes effective, and the employee will not be charged for the vacation time. However, the employee can opt to complete the vacation time as planned and use the bereavement time separately.
9. Unused accrued vacation will be paid to employees upon separation of employment on the next payday following the last day of employment. Pay will be computed based on the employee's rate of pay earned upon separation of employment.

B. Holiday Leave: HH grants paid leave on a pro-rated basis to eligible employees on recognized holidays consistent with the following:

1. The following days are recognized as paid holidays by Hopeful Horizons:

<b><u>Holiday</u></b>	<b><u>Date Observed</u></b>
New Year's Eve	December 31
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Fourth Friday in November
Christmas Eve	December 24
Christmas Day	December 25
Floating Holiday (Personal Day)	To be selected by the employee
Floating Holiday (Personal Day)	To be selected by the employee

2. Holidays day shall be pro-rated for part-time employees who work a minimum of 30 hours per week. Full-time employees receive the equivalent of 120 hours; thus, part-time employees who regularly work 30 hours per week are entitled to the equivalent of 90 hours of holiday pay.
3. HHs' Support Line and its shelter operate 24-hours a day, 365 days a year, therefore certain staff may be assigned and required to work on a holiday. These staff shall be authorized by their supervisor to choose an alternate date close to the date of the holiday to take off in observance of the holiday they worked. Employees scheduled to work on a holiday will be compensated at their regular rate of pay. When funding permits, additional stipend pay may be available for Thanksgiving, Christmas and New Year's holidays for shelter staff required to work.
4. Holiday pay will be calculated based on the employee's straight time pay rate (as of the date of the holiday) times the number of regular hours the employee would otherwise have worked on that day.

5. HH paid holidays that fall on a Saturday shall be observed on the preceding Friday. Paid holidays which fall on a Sunday shall be observed on the following Monday.
  6. Employees must obtain their supervisor's advance approval prior to taking recognized floating holidays consistent with HHs' [Time, Activity and Leave Reporting Procedure](#). Floating holidays may not be carried over from year to year. Employees will not be compensated for unused floating holidays at the end of the calendar year or upon termination of employment.
  7. To be paid for a holiday, resigning employees must work the day after a holiday.
- C. Mental Health/Self Care: HH awards 40 hours of paid mental health/self-care leave to each befitted employee, pro-rated for part-time employees working at least 30 hours per week. Mental health/self-care leave shall be accrued and recorded used as part of sick leave. While use of mental health/self-care leave requires no reason or explanation, prior supervisory approval (at least one hour before use) is expected.
- D. Bereavement Leave: HH shall grant 32-hours paid leave to full-time employees who suffer the death of an immediate family member. At the discretion of the Chief Executive Officer (CEO)/designee, HH may also grant bereavement leave for the death of other family members.
1. Eligible employees shall receive bereavement pay for only scheduled workdays during the bereavement leave period.
  2. Bereavement pay is calculated based on the base pay rate at the time of absence.
  3. HH has the right to ask for additional information to support the request.
- E. Jury Duty: Paid leave for jury duty or to testify pursuant to a valid work related subpoena shall be granted to an employee who has been notified to serve or testify consistent with the following:
1. Upon receipt of the notice to serve on jury duty or testify pursuant to a subpoena, the employee shall immediately notify their supervisor with a copy of the court summons or subpoena and provide a copy to Human Resources (HR). Additionally, a copy of the notice or subpoena shall be submitted to their immediate supervisor or HR.
  2. If the jury duty falls at a time when the employee cannot be away from work, HH may request that the court allow the employee to choose a more convenient time to serve, if they make a request in accordance with the court's procedures. The employee must cooperate with this request.
  3. Jury duty or witness pay for part-time employees will be calculated based on the employee's regular rate of pay times a pro-rated number of hours. HH reserves the right to offset and deduct, from the employee's compensation, any amount the employee receives as jury duty compensation or witness fees.
  4. If jury duty or subpoena compliance is completed prior to the end of the workday, the employee is expected to report to work for the remainder of the workday. An employee on jury duty or subpoenaed to testify is expected to report to work any day they are excused from jury duty or service as a witness.
  5. At the end of jury duty, the employee must forward a copy of the signed Certificate of Jury Service Form indicating the number of days served.
  6. HH shall not retaliate or take adverse action against employees for taking jury duty/subpoena compliance leave.
- F. Military Leave: HH shall comply with all the provisions of the Uniformed Services Employment and Reemployment Act (USERRA) and shall grant military leave to eligible full-time and part-time employees in accordance with the following:

1. USERRA applies to persons who perform duty, voluntarily or involuntarily, in the “uniformed services,” which include the Army, Navy, Air Force, Coast Guard, National Guard (full-time) and Public Health Service commissioned corps, as well as the reserve components of each of these services. Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active-duty training, full-time National Guard duty, any time spent undergoing fitness-for-duty examinations, and funeral honors duty. To the extent required by law, service members returning from a period of service in the uniformed services are eligible for reemployment. The employee must give notice to HH that the employee is leaving the job for service in the uniformed services, unless providing such notice is precluded by military necessity or is otherwise impossible or unreasonable. Except as permitted by law, the cumulative period of an employee’s service in the uniformed services must not exceed five (5) years. Further, the employee must provide notice of his or her intent to report back to his or her position with HH in a timely manner, which shall depend on the length of time of such service.
2. Except where notice is precluded or not possible as explained above, employees requesting military leave are required to submit a copy of their orders to their supervisor not less than one week before leave begins.
3. Employees may but are not required to use any accrued vacation leave available while on military leave. HH offsets any amounts received by employees as military pay during paid leave against the employee’s pay due under this policy. Except as provided below, once any accrued vacation leave is exhausted, military leave is unpaid. Employees who are covered by the FLSA and exempt, and who perform services for HH in a week when they are absent for military duty are compensated for that week even if other paid leave is exhausted. HH does not deduct from pay for military service for exempt employees in this circumstance but will offset any amounts received by employees as military pay for a particular week against the salary due for that week.
4. HH shall maintain the employee’s health insurance coverage by continuing to pay the employer’s share of the premium for the initial thirty (30) days of service. Thereafter, provided that the employee is eligible and elects to continue such coverage, the employee shall be responsible for the full cost of such coverage plus an additional 2% administrative fee (102% of premium) for up to twenty-four (24) months or the day after his USERRA rights expire, whichever occurs first.
5. Employees must provide advance notice to their supervisor of their intent to take a military leave and must provide appropriate documentation, unless giving such notice is impossible, or precluded by military necessity.
6. Vacation and sick leave will accrue **ONLY** during the portion military leave is paid by using accrued vacation leave, if any.
7. To the extent required by law, HH shall make reasonable efforts to reemploy any employee who is a member of the South Carolina National Guard or South Carolina State Guard who is honorably released from their release from duty or hospitalization continuing after release.
8. Eligible employees shall be reemployed in accordance with USERRA if the employee follows the notice requirements. Employees must contact Hopeful Horizons within the specified number of days of discharge from the military appointment regarding reemployment. Employees who fail to report for work within the prescribed timeframe after completion of military service will be considered to have voluntarily terminated their employment.

- G. **Paid Parental Leave:** Employees who have completed a minimum of one year of HH employment shall be eligible for two (2) weeks (80 hours) of paid leave for the birth, adoption or foster care placement of a child (or children) consistent with the following:
1. Regular, part-time employees who are regularly scheduled to work and regularly work 30 hours or more per week are eligible for parental leave on a pro-rated basis.
  2. To qualify, the employee must:
    - i. Have completed one year of continuous employment prior to the event.
    - ii. Have given birth to a child, be a spouse or committed partner of someone who has given birth to a child, have adopted a child or received a foster care placement.
    - iii. The child is 17 years of age or younger.
  3. Multiple births or adoption/placement of multiple children (e.g., sibling group) does not increase the two-week total amount of paid parental leave granted for the event.
  4. In no case will an employee receive more than two weeks of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
  5. Paid parental leave may be applied in hourly increments and can be supplemented with other paid leave. This policy shall run concurrently with HHs' [Family and Medical Leave Act](#) (FMLA) leave, as applicable and in accordance with the approved policy.
  6. Approved paid parental leave may be taken up to twelve (12) consecutive calendar months after the event. Any unused paid parental leave will be forfeited at the end of the twelve-month timeframe.
  7. Upon termination of the individual's employment at the organization, they will not be paid for any unused paid parental leave for which they were eligible.
- H. **Reporting Leave Time:** All leave time shall be accurately reported in accordance with HHs' [Wage and Hour – Time Reporting Compliance](#) policy and the organization's [Time, Activity and Leave Reporting](#) procedure.
- I. **Abuse of Leave Time:** Abuse of leave time or misrepresentation of a leave request shall be subject to discipline in accordance with HHs' [Progressive Discipline](#) policy and related procedure.

**Communication and Training:**

The Board shall receive a copy of the policy at the time of periodic review and will have an opportunity to ask clarifying questions during the approval process. Employees and volunteers shall receive notice of the Board's policy review and approval including notice of any substantive changes. The notice will provide a link to the policy located on the HH website.

Employees shall receive notice of this policy as part of their initial orientation as part of the employee handbook.

**Definitions:**

1. Immediate Family: HH defines immediate family as: the employee's spouse or significant other, children, parents, grandparents, grandchildren, brothers, sisters, nieces, nephews, aunts, uncles, mothers-in-law, fathers-in-law, brothers-in-law, and sisters-in-law, sons-in-law, daughters-in-law, and step relatives including children, fathers, mothers, sisters and brothers.

**Other Related Materials:**

[Time, Activity and Leave Reporting Procedure](#)

**References/Legal Authority:**

[Uniformed Services Employment and Reemployment Act \(USERRA\), US Department of Labor, 2024.](#)

**Change Log:**

Date of Change	Description of Change	Responsible Party
06.2024	This policy is updated to the new template and adds communication and training, definitions, other related material and references as applicable.	R. Lucovich, HR Spec.