



Series: 1200 Human Resources

Policy Name: Time-Off Benefits

Policy Number: 1226

Origination Date: 11/01/2013

Revision Date: July 1, 2018

Regulation: N/A

Policy: Communities Connected for Kids employees are encouraged to take all accrued Time-Off Benefit time in order to promote good health and well-being.

Attachment: Advancement of Time-Off Benefit Time Acknowledgement

Procedure:

1. All eligible full-time employees are entitled to earn Time-Off Benefits (TOB) as set forth in the Communities Connected for Kids Employee Handbook.
2. Forfeiture / Maximum Accrual – All unused CBC earned TOB under this policy not used by the end of the pay period that includes Labor Day will be forfeited, unless state law specifies otherwise.

Exception: United for Families (UFF) employees who became employees of Communities Connected for Kids on November 1, 2013 will retain all vacation hours that were accrued while employed by UFF, but not used or paid by October 31, 2013. Senior Management is notified by Human Resources following the end of each pay period of the balance of UFF vacation hours remaining and will provide this information to employees upon request.

Vacation hours carried over from UFF will be available for use by October 31, 2016. All time off must be scheduled with the approval of your supervisor, taking into consideration the needs of your program. Any UFF vacation hours not used by October 31, 2016 will be forfeited. No buyout of vacation hours accrued during employment with UFF will be permitted during your employment with Communities Connected for Kids.

The UFF vacation hours carried over are to be used in addition to the Communities Connected for Kids earned Time Off Benefit time accrued as employees of Communities Connected for Kids. All normal rules for use of Communities Connected for Kids Time Off Benefit will apply.

UFF vacation hours are only to be used to take time off during Communities Connected for Kids employment. Upon leaving CBC employment, UFF vacation hours will not be paid out to any employee who leaves Communities Connected for Kids voluntarily or involuntarily. As a reminder, resigning



employees are expected to give appropriate written notice of resignation, and are expected to work during the period of notice.

3. Only accrued, unused Communities Connected for Kids earned TOB time will be paid at termination, provided that the employee provides a minimum of two weeks written notice of intent to resign employment. Supervisory / management level staff will provide a minimum of four weeks' notice. Additionally, in order to be paid for accrued, unused TOB time, a departing employee must honor his/her responsibility to work his / her regular work schedule during the notification period, as well as adhere to Communities Connected for Kids policies, and Standards of Conduct.

An employee who fails to provide proper advance written notice of intent to resign employment as outlined above, or for those whose employment is terminated for cause, will not be paid for accrued, unused TOB time, unless required by state law

TOB hours which were advanced but not yet accrued must be repaid when an employee separates from Communities Connected for Kids, regardless of the reason.

Approved: Carol DeLoach

Carol DeLoach, CEO

July 1, 2018