
PAID AND UNPAID LEAVE

Family leave, military leave, illness, intermittent, maternity and other such leaves of absence shall be granted in accordance with CSC rules and regulations, federal and State Laws/regulations, collective negotiations agreements, and any other guidelines that may be established by the Employer.

NO TIME OFF WITHOUT PAY FOR ABSENCE POLICY

If an employee has exhausted and used all vacation/sick and personal time, they will have to report to work unless it is for a death in the family. See Bereavement Leave Policy. There will be no time off without pay for an absence other than a suspension.

PAID HOLIDAYS*

There are thirteen (13) paid holidays:

- | | |
|---------------------------|----------------------------|
| 1. New Year's Day | 8. Labor Day |
| 2. Martin Luther King Day | 9. General Election Day |
| 3. President's Day | 10. Veteran's Day |
| 4. Good Friday | 11. Thanksgiving Day |
| 5. Memorial Day | 12. Day after Thanksgiving |
| 6. Juneteenth | 13. Christmas Day |
| 7. Independence Day | |

In the event a holiday falls on a Saturday, it shall be celebrated on the preceding Friday.

In the event a holiday falls on a Sunday, it shall be celebrated on the following Monday.

In order to qualify for holiday pay, employees must work his or her scheduled workday immediately preceding and his or her workday immediately following the holiday unless on an excused absence.

Whenever a holiday falls during the time an employee is on paid sick leave, that day will not be charged against his or her sick leave.

Employees who are on leave of absence without pay, will not be eligible for paid holidays.

In the event an employee calls out sick the day immediately preceding or immediately following a holiday, they must provide a Doctor's note in order to be paid for that holiday.

SICK LEAVE*

Sick leave is considered to be an authorized absence.

Sick leave for new employees shall accumulate on the basis of one and one quarter (1 ¼) days per month during the first year.

Although sick time is posted to each employee's account on January 1st of each calendar year in anticipation of continued employment, sick time is accrued monthly throughout the calendar year.

If an employee is absent for reasons that entitle him to sick leave. His supervisor shall be notified at least one (1) hour prior to the employee's starting time, or as far in advance as practicable.

After an employee has been out sick for five (5) working days, said employee may be required to furnish a certificate from the attending physician regarding the illness and ability to return to work.

Sick leave credits shall continue to accrue while an employee is on any leave with pay. Credits shall not accrue while an employee is on any leave without pay.

Permissible Use of Sick Time. Sick time is intended for the following uses:

- Personal illness or injury of the employee or the employee's family member.
- For medical care for a person illness or injury of the employee or the employee's family member.
- Exposure to contagious disease.
- Care, for a reasonable period of time, of a seriously ill member of the employee's immediate family; immediate family shall be defined as an employee's spouse, domestic partner child, legal ward, grandchild, foster child, father, mother, legal guardian, grandfather, grandmother, brother, sister, father-in-law, mother-in-law, and other relatives residing in the employee's household.
- Death in the employee's immediate family, for a reasonable period of time.
- By an employee with a disability for absences related to the acquisition or use of an aid for the disability when the aid is necessary to function on the job. In such cases, reasonable proof may be required by the Employer.

Buy Back of Sick Leave per N.J.S.A. 11A:6-19.2 - Cap on payment for accumulated unused sick leave

“Notwithstanding any law, rule or regulation to the contrary, a political subdivision of the State, or an agency, authority or instrumentality thereof, that has adopted the provisions of Title 11A of the New Jersey Statutes, shall not pay supplemental compensation to any officer or employee for accumulated unused sick leave in an amount in excess of \$15,000. Supplemental compensation shall be payable only at the time of retirement from a State-administered or locally-administered retirement system based on the leave credited on the date of retirement. This provision shall apply only to officers and employees who

commence service with the political subdivision of the State, or the agency, authority or instrumentality thereof, on or after the effective date of P.L.2010, c. 3. This section shall not be construed to affect the terms in any collective negotiation's agreement with a relevant provision in force on that effective date."

- In accordance with N.J.S.A. 11A:6-19.2, for employees who commenced employment with the Monroe MUA prior to May 21, 2010, the Monroe MUA shall buy back that portion of the employee's unused annual sick day allotment that the employee wishes to sell. In the event such employee has unused annual sick days remaining at the time of retirement, the Monroe MUA shall buy back all accumulated and unused paid sick leave at 100% with such payment at retirement capped at \$15,000.
- In accordance with N.J.S.A. 11A:6-19.2, for employees who commenced employment with the Monroe MUA on or after May 21, 2010, at the time of retirement, the Monroe MUA shall buy back all accumulated and unused paid sick leave at 100%, with such payment at retirement capped at \$15,000.

At the conclusion of each fiscal year, each employee shall be paid after December 1st, for any unused sick leave days accumulated at 100% of the employee's prevailing wages, provided the employee has not resigned or been terminated. On or about December 1st, the Authority Payroll Department will advise each employee in writing of their amount of accumulated time. The employee has ten days in which to reply pertaining to buy back, or accumulation of time. Disbursement of buy back will be no later than December 31st.

VACATION LEAVE*

Vacation is considered to be an authorized absence.

All permanent employees covered by this Agreement shall be entitled to vacation leave based upon their years of continuous service. Periods of time on leave of absence without pay, except for Military leave, shall be deducted from the employee's total continuous service for purposes of determining the earned service credit for vacation leave.

Vacation with pay shall be granted to the Employee as follows if Employee was hired prior to July 1, 2013:

1. From zero (0) to one (1) year, one (1) working days' vacation per month.
2. One (1) year to three (3) years, twelve (12) working days' vacation for the year.
3. Three (3) years to ten (10) years, fifteen (15) working days' vacation.
4. Ten (10) years to fifteen (15) years, twenty (20) working days' vacation.
5. Fifteen (15) years to twenty (20) years, twenty-five (25) working days' vacation.
6. Twenty (20) years or more, thirty (30) working days' vacation.

Vacation with pay shall be granted to the Employee as follows if the Employee was hired on July 1, 2013 or on a later date:

1. From zero (0) to one (1) year, one (1) working days' vacation per each full month.
2. One (1) year to seven (7) years, twelve (12) working days' vacation for the year.
3. Seven (7) years to fifteen (15) years, fifteen (15) working days' vacation.
4. Fifteen (15) years to twenty-five (25) years, twenty (20) working days' vacation.
5. Twenty-five (25) years or more, twenty-five (25) working days' vacation.

The rate of vacation pay shall be the employee's regular straight time rate of pay in effect for the employee's regular job on the pay day immediately preceding the employee's vacation period.

Vacation Leave per N.J.S.A. 11A:6-3 – Vacation Leave; full-time political subdivision employees

Vacation not taken in a given year because of business demands shall accumulate and be granted during the next succeeding year only; except that vacation leave not taken in a given year because of duties directly related to a state of emergency declared by the Governor may accumulate at the discretion of the appointing authority until, pursuant to a plan established by the employee's appointing authority and approved by the commission, the leave is used or the employee is compensated for that leave, which shall not be subject to collective negotiation or collective bargaining.

- In accordance with N.J.S.A. 11A:6-3 applicable to all employees, all vacation time to which an employee is entitled shall be issued on January 1 and used prior to the end of the year the vacation leave was issued. All such vacation leave not used by the end of the year it is issued shall not be

carried over beyond the succeeding year. In accordance with N.J.S.A. 11A:6-3, the balance of any vacation time that is unused, does not carryover and shall be deemed waived by the employee.

A permanent employee who returns from military service is entitled to full vacation allowance for the calendar year of return.

Although vacation time is posted to each employee's account on January 1st of each calendar year in anticipation of continued employment, vacation time is accrued monthly throughout the calendar year.

An employee who is retiring or who has otherwise separated except "for cause" or quits without proper 14-day notice, shall be entitled to the vacation allowance for the current year pro-rated upon the number of months worked in the calendar year in which the separation or retirement becomes effective and any vacation leave which may have been carried over from the preceding calendar year.

Whenever a permanent employee dies, having any earned annual vacation leave, there shall be calculated and paid to his estate a sum of money equal to the earned pro-rated vacation, based on his salary rate at the time of his death.

Vacation leave credits shall continue to accrue while an employee is on leave with pay. Credits shall not accrue while an employee is on leave without pay.

****Two employees in the same department will not be permitted to take vacations in the same period of time.***

Vacation Leave Buy Back

At the conclusion of each fiscal year, each employee shall be paid after December 1st, for any unused vacation leave days not to exceed seven (7) days accumulated at 100% of the employee's prevailing wages, provided the employee has not resigned or been terminated. On or about December 1st, the Authority Payroll Department will advise each employee in writing of their amount of accumulated time. The employee has ten days in which to reply pertaining to buy back, or accumulation of time. Disbursement of buy back will be no later than December 31st.

No employee will be granted time off without pay for failure on the part of the employee to ensure that they have adequate vacation time to cover them until January 1st of the following year. Violation of this rule may result in a forfeiture of this benefit by the employee.

PERSONAL DAYS*

Personal Day is considered an authorized absence.

In general, the following conditions prevail:

Leaves of absence with pay, for personal business shall be granted at maximum of three (3) days per year, after completion of the probationary period, which leave of absence shall, if unused, not be cumulative from year to year. Personal business shall include: attendance at weddings or other related celebrations; attendance in court; personal or legal business matters which cannot be attended to outside the scheduled work hours; religious holidays or any other emergency or urgent reason, if approved by the immediate supervisor, which approval shall be freely given. All requests for personal days leave of absence shall be in written form within forty-eight (48) hours in advance thereof. Only in an emergency may such a request be made verbally. Verbal approvals must be followed within one week by a written request. The respective employees shall be paid his hourly rate of pay for such days of excused absence which occur during his normal work week.

BEREAVEMENT LEAVE*

Bereavement leave is considered to be an authorized absence.

Time off without loss of pay shall be granted to regular employees in the event of death of the employee's mother, father, sister, brother, husband, wife, child or other relative who is a member of the employee's immediate household. Time off shall be given to cover the period of bereavement of five (5) consecutive work days. Time off for death of mother-in-law, father-in-law, sister-in-law, and brother-in-law from the current marriage, grandmother, grandfather or grandchild of an employee shall be limited to two (2) consecutive work days for bereavement unless member of immediate household. If any employee is on vacation and notifies the Authority of a death in family (as defined herein), his/her vacation shall be extended the additional number of days off for such death as provided in this section. Employees may also request an extension of bereavement leave for extraordinary circumstances. Such requests must be submitted in writing to the Executive Director. The Executive Director retains sole discretion to grant or deny such requests.

FAMILY AND MEDICAL LEAVE*

Employees may be eligible for an unpaid family and medical leave under the federal Family and Medical Leave Act (“FMLA”). Employees also may be eligible for family and/or medical leave pursuant to the New Jersey Family Leave Act (“FLA”). In order to be eligible for such leave, employees must have: one (1) year of credited service with the Authority; and, at least 1,000 hours of work (for New Jersey Leave) and 1,250 hours of work (for Federal Leave) during the previous twelve (12) months and is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of the worksite (for Federal Leave). Eligible employees may receive up to twelve (12) weeks of leave per year (FMLA) or twelve (12) weeks every twenty-four (24) months through the state of New Jersey (FLA).

During the leave period, the employee’s health benefits will be continued on the same conditions as coverage would have been provided had the employee been employed continuously during the entire leave. The employee will not continue to accrue vacation, sick or personal days for the period of the leave. The employee will receive seniority credit for the time that the employee has been on leave under this section. At the conclusion of the leave period, an eligible employee is entitled to reinstatement to the position the employee previously held or to an equivalent one with the same terms and benefits that existed prior to the exercise of the leave.

Upon written notice, eligible employees are entitled to a family or medical leave for up to twelve (12) weeks to care for a newly born or adopted child, or a seriously ill family member, including civil union partner, or for the employee’s own serious health condition that makes the employee unable to perform the functions of the employee’s position. Eligible employees who take leave under this policy must use all accrued vacation, sick and personal days during the leave. The use of accrued time will not extend the leave period. After exhausting accrued time, the employee will no longer be paid for the remainder of the leave.

Generally, FMLA leave is unpaid. However, depending on the circumstances, employees may be entitled to receive short-term disability, worker’s compensation benefits, paid family leave benefits, or other state-sponsored wage replacement benefits which pay a portion of normal compensation. These benefits will run concurrently with the employee’s unpaid leave. Eligible employees who take leave under this policy must use all accrued vacation, sick and personal days during the leave. The use of accrued time will not extend the leave period. After exhausting accrued time, the employee will no longer be paid for the remainder of the leave. Employees may not receive more than 100% of salary at any time.

The period of leave must be supported by a physician’s certificate which will be provided to the employee by the Human Resource Department. An extension past twelve (12) weeks can be requested, but medical verification of the need must be submitted prior to the expiration of the leave. The Authority reserves the right to deny any request for extended leave. Additional information concerning the Family Leave policy and eligibility requirements are available from the Human Resource Department.

Commencing July 1, 2009, New Jersey Family Leave Insurance (“NJFLI”) payments for up to six (6) weeks in a twelve (12) month period will become available for eligible employees who are caring for a

seriously ill immediate family member who is incapable of self-care or care of a newborn or adopted child. To be eligible, the employee must have worked at least 20 weeks at minimum wage within the last 52 weeks or earned 1,000 times the minimum wage. The weekly benefit of 2/3 of weekly compensation up to a maximum of \$524 per week (this amount is subject to change). NJFLI will run concurrently with FMLA and/or FLA leaves and there is a one week waiting period for such compensation. Employees may also be required to use accrued vacation, sick or personal leave for up to two (2) weeks.

Employees taking paid family leave in connection with a family member's serious health condition may take leave intermittently or consecutively. Intermittent leave is not available for the care of a newborn or adopted child. Intermittent leave may be taken in increments necessary to address the circumstances that precipitated the need of leave. An employee seeking intermittent paid family leave is required to provide the Authority 15 days' notice unless an emergency or other unforeseen circumstance precludes prior notice. The employee seeking intermittent leave shall make a reasonable attempt to schedule leave in a non-disruptive manner. Employees requesting such leave shall provide the Authority with a regular schedule of days for intermittent leave.

Employees may also be eligible for an unpaid leave for up to twenty-six (26) workweeks in a year to care for a family member on active duty in the military or a covered veteran (a covered veteran is an individual who was discharged or released under conditions other than a dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran) with a serious injury or illness incurred in the line of duty on active duty for which the service member is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, or up to twelve (12) weeks in a year for qualifying exigency. A qualifying exigency occurs when a military member is called to covered active duty (requires deployment to a foreign country) and a close member of his/her family must attend official ceremonies or family support or assistance meetings, there is a short-notice deployment, to attend to childcare matters, attend to financial and/or legal matters, or counseling. A serious injury or illness means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

A serious injury or illness also means an injury or illness that was incurred by the covered veteran in the line of duty on active duty in the Armed Forces or that existed before the veteran's active duty and was aggravated by service in the line of duty on active duty, and that is either:

1. A continuation of a serious injury or illness that was incurred or aggravated when the veteran was a member of the Armed Forces and rendered the service member unable to perform the duties of the service member's office, grade, rank or rating; or
2. A physical or mental condition for which the veteran has received a U.S. Department of Veterans Affairs Service-Related Disability Rating (VASRD) of 50 percent or greater, and the need for military caregiver leave is related to that condition; or
3. A physical or mental condition that substantially impairs the veteran's ability to work because of a disability or disabilities related to military service, or would do so absent treatment; or
4. An injury that is the basis for the veteran's enrollment in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.

Any one of these definitions meets the FMLA's definition of a serious injury or illness for a covered veteran regardless of whether the injury or illness manifested before or after the individual became a veteran.

Upon employer's request, an employee must provide a copy of the covered military member's active duty orders to support request for qualifying exigency leave. In addition, upon an employer's request, certification for qualifying exigency leave must be supported by a certification containing the following information:

- A statement or description of appropriate facts regarding the qualifying exigency for which leave is needed;
- Approximate date on which the qualifying exigency commenced or will commence;
- Beginning and end dates for leave to be taken for a single continuous period of time;
- An estimate of the frequency and duration of the qualifying exigency if leave is needed on a reduced scheduled basis or intermittently; and
- If the qualifying exigency requires meeting with a third party, the contact information for the third party and the description of the purpose of the meeting.

Eligible employees may also take leave to care for a military member's parent who is incapable of self-care when the care is necessitated by the member's covered active duty. Such care may include arranging for alternative care, providing care on an immediate basis, admitting or transferring the parent to a care facility, or attending meetings with staff at a care facility.

Employees who request qualifying exigency leave to spend time with a military member on Rest & Recuperation may take up to a maximum of 15 calendar days. Upon an employer's request, an employee must provide a copy of the military member's Rest & Recuperation leave orders, or other documentation issued by the military setting forth the dates of the military member's leave.

Employment While on FMLA Leave – An employee designated for FMLA leave is prohibited from performing any services on a full-time basis for any person for whom the employee did not provide services immediately prior to commencement of the leave. An employee using FMLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Employer. The employee may continue the part-time employment that commenced prior to the FMLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

NJFLA Leave – The NJFLA entitles eligible employees with up to twelve (12) weeks of unpaid, job-protected leave in a defined twenty-four (24) month period for the following reasons:

- the birth of a child and in order to care for such child;
- the placement of a child with the employee for adoption or foster care;
- in order to care for the family member of the employee who is suffering from a serious health condition;
- In the event of a state of emergency declared by the Governor, or when indicated to be needed by the Commissioner of Health or other public health authority, an epidemic of a communicable

disease, a known or suspected exposure to the communicable disease, or efforts to prevent spread of a communicable disease, which:

- requires in-home care or treatment of a child due to the closure of the school or place of care of the child of the employee, by order of a public official due to the epidemic or other public health emergency;
- prompts the issuance by a public health authority of a determination, including by mandatory quarantine, requiring or imposing responsive or prophylactic measures as a result of illness caused by an epidemic of a communicable disease or known or suspected exposure to the communicable disease because the presence in the community of a family member in need of care by the employee, would jeopardize the health of others; or
- results in the recommendation of a health care provider or public health authority, that a family member in need of care by the employee voluntarily undergo self-quarantine as a result of suspected exposure to a communicable disease because the presence in the community of that family member in need of care by the employee, would jeopardize the health of others.

NJFLA Eligibility – To be eligible for NJFLA leave, an employee must have: (i) worked for the Employer for at least twelve (12) months; and (ii) worked at least 1,000 hours in the twelve (12) months immediately preceding commencement of the leave. The calculation of the twelve-month period to determine eligibility shall commence with the commencement of the NJFLA leave. NJFLA leave taken for the birth or adoption of a healthy child may commence at any time within a year after the date of the birth or placement for adoption.

The Employer shall grant a family leave under the NJFLA to more than one employee from the same family at the same time, provided such employees are otherwise eligible for the leave. N.J.A.C. 13:14-1.12.

Employment While on NJFLA Leave – An employee designated for NJFLA leave is prohibited from performing any services on a full-time basis for any person for whom the employee did not provide services immediately prior to commencement of the leave. An employee on NJFLA leave may commence part-time employment that shall not exceed half the regularly scheduled hours worked for the Employer. The employee may continue the part-time employment that commenced prior to the NJFLA leave at the same number of hours that the staff member was regularly scheduled prior to such leave.

NJFLA Entitlement Period – The method to determine the twenty-four (24) month period in which the twelve (12) weeks of NJFLA leave entitlement occurs will be a “rolling” twenty-four (24) month period measured backward from the date an employee uses any leave.

Intermittent and/or Reduced Schedule Leave – Requests for intermittent and/or reduced schedule leave under both the FMLA and the NJFLA shall be reviewed by the Employer on a case-by-case basis and in accordance with the federal and State laws and regulations promulgated thereto.

Relationship to Other Laws – If the employee is eligible for leave for reasons provided under both the FMLA and NJFLA, then the leave time taken shall be concurrent and be applied to both laws. In the event the reason for the family leave is recognized under one law and not the other law, the employee is eligible for each law’s leave entitlements within one twelve (12) month period. For example, an employee may use his/her FMLA leave for a twelve (12) week family leave for their own pregnancy, which is considered a “serious health condition” under FMLA, and upon conclusion of the twelve (12) weeks of FMLA leave,

the employee would be eligible for a twelve (12) week NJFLA leave to care for their newborn or any other reasons pursuant to the NJFLA.

During any period of designated FMLA/NJFLA leave, the Employer shall continue an employee's group health benefits in a manner consistent with that to which the employee received immediately preceding commencement of the FMLA/NJFLA leave. The employee is responsible to make all group health benefits contributions during his/her leave period, in accordance with Chapter 78, P.L. 2011, and any applicable collective negotiations agreement. If an employee does not return to work after his/her FMLA/NJFLA leave expires, the Employer is entitled to recover health insurance costs paid while the employee was on FMLA/NJFLA leave.

Following exhaustion and/or termination of the FMLA/NJFLA leave period, the Employer may continue an employee's group health benefits, at the employee's request. In the event that the employee determines to continue his/her group health benefits following a period of designated FMLA/NJFLA leave, he/she shall be solely responsible for the full premium amount due.

During a period of unpaid leave to care for a family member with a serious health condition or a newborn or adopted child or child placed into foster care with the employee, the employee may be eligible for up to twelve (12) weeks of Family Leave Insurance ("FLI") payments through the State in a twelve (12) month period. FLI is a monetary benefit paid by the State and not a separate leave entitlement and will thus run concurrently with FMLA and/or FLA leaves.

You may contact the Human Resource Department for more information and appropriate forms should the need for leave arise.

DOMESTIC VIOLENCE LEAVE*

The New Jersey Security and Financial Empowerment Act, also known as the “NJ SAFE Act”, provides protection for employees and their family members who have been the victim of domestic violence or sexual assault. Employees are entitled to twenty (20) days of unpaid protected leave from work to:

- Seek medical attention for physical or psychological injuries;
- Obtain services from a victim services organization, pursue psychological or other counseling;
- Participate in safety planning for temporary or permanent relocation;
- Seek legal assistance to ensure health and safety of the employee or the employee’s relative; or
- Attend, participate in, or prepare for a criminal or civil court proceeding relating to an incident of domestic or sexual violence.

To be eligible for the leave, an employee must meet the following criteria:

- The employee or their child, parent, spouse or domestic partner must be a victim of domestic violence or a sexually violent offense;
- The employee must have worked for the employer for at least twelve (12) months and for at least 1,000 hours during the twelve (12) month period immediately preceding the requested leave; and
- The twenty (20) day leave must be taken within one (1) year of the qualifying event.

Employees may take leave on an intermittent basis, but such leave cannot be shorter than one (1) full day. To the extent the leave is foreseeable, employees must provide advance notice. In addition, employee seeking leave must provide proof that they qualify for the leave. Such proof may include restraining order, letter from a prosecutor, proof of conviction, medical documentation or a certification from an agency or professional involved in assisting the employee.

In certain circumstances, the basis for the leave may also qualify under the federal Family and Family Medical Leave Act and/or the New Jersey Family Leave Act. If so, the Monroe Municipal Utilities Authority will treat the leave concurrently with the leave under those statutes. Employees may be required to use accrued paid vacation leave, personal time or sick leave concurrently.

The Monroe Municipal Utilities Authority shall protect the privacy of employees who seek leave by holding the request for leave, the leave itself or the failure to return to work “in the strictest confidence.”

The Monroe Municipal Utilities Authority shall not retaliate, harass or discriminate against any employee exercising his/her right to take the leave provided by this policy.

MILITARY LEAVE*

When a full-time employee (either permanent or temporary) who is a member of the reserve component of any United States armed force or the National Guard of any state including the Naval Militia and Air National Guard is required to engage in field training or is called for active duty, the employee will be granted a military leave of absence for the duration of the service. The first thirty (30) workdays of the leave shall be with full pay except that a member of the New Jersey National Guard shall receive full pay for the first ninety (90) days. (Thereafter, the leave shall be without pay but without loss of time) or (thereafter, the employee shall be paid the difference between military salary and the employee's regular salary.) The paid leave will not be counted against any available time off including but not limited to vacation, sick or personal time. A full-time temporary employee who has served less than one year shall not be entitled to paid leave but shall be granted non-paid military leave without loss of time.

Employees on military service will also continue to receive paid health insurance coverage during the period of the paid leave plus an additional thirty (30) calendar days after the paid leave is exhausted. After this period has expired, employees may continue coverage for themselves or their dependents under the Monroe Municipal Utilities Authority's group plan by taking advantage of the COBRA provision. Members of the State administered retirement systems (PERS and PFRS) will continue accruing service and salary credit in the system during the period of paid leave.

Pursuant to the Uniformed Services Employment and Reemployment Rights Act, any employee released from active duty under honorable circumstances shall return to work without loss of privileges or seniority within the following time limits: for service less than thirty-one (31) calendar dates, the employee must return to work on the beginning of the first regularly scheduled workday or eight (8) hours after the end of military duty, with reasonable allowances for commuting; for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must submit an application for reinstatement within fourteen (14) calendar days after completing military duty; for service greater than one hundred and eighty (180) calendar days, the employee must submit an application for reinstatement within ninety (90) calendar days after completing military duty.

JURY DUTY*

Jury Duty is to be considered an authorized absence.

In the event that an employee is called to jury duty, the employee will be granted time off as the court requires. Such absence from work will not be counted against their regular vacation period or sick leave accumulation. The employee will be paid only for the time required to serve on jury duty, and if there are times an employee is not scheduled for jury duty then in that case, must report for work. All requests for jury duty leave must be filed with the immediate supervisor prior to the leave.

All employees on their return from jury duty must submit to the Authority's Human Resource Department proof of the time they served as a juror.

LEAVES WITHOUT PAY*

Employees may be granted a personal leave of absence for up to six months at the sole discretion of the Executive Director if the leave does not cause undue operational disruption. The leave must include the use of any accrued vacation and sick leave time, regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of vacation and sick leave will be without pay or longevity credit. In exceptional circumstances, the Executive Director may extend a leave of absence for an additional six months, if such extension is considered in the best interests of the Monroe Municipal Utilities Authority.

Personal leaves are not granted for the purpose of seeking or accepting employment with another employer, or for extended vacation time. Employees on personal leave of absence for more than two weeks in any month will not receive holiday pay, and will not accrue personal leave, sick leave or vacation time for that month. Health benefits may also be impacted. Refer to the Monroe Municipal Utilities Authority Health Benefits Policy. A personal leave is granted with the understanding that the employee intends to return to work for the Monroe Municipal Utilities Authority. If the employee fails to return within five (5) business days after the expiration of the leave, the employee shall be considered to have resigned.

Each employee granted such leave is responsible to continue to make their contributions by check or cash for their portion of their health benefits. Failure to pay your benefits by the outlined weekly due date may result in the termination of your health benefits. In addition, in order to continue your Pension Service Credit, the employee will need to continue to make their weekly Pension contribution or may opt out of doing so, however, the employee will not receive pension service credit for the period of leave.