

## LEAVE OF ABSENCE POLICY

Eligibility: Full time employee who has completed a full year of employment.

If an employee is unable to work due to a personal injury, illness or disabling condition for an extended period of time (up to 12 weeks), the Chamber will work with the employee to coordinate a leave of absence period as follows:

- Employees of the Chamber may request up to 12 weeks off in a rolling 12-month period as a leave of absence in the event they are not able to work due to their own medical condition which includes: personal injury, personal illness or disabling condition where a medical professional has indicated that the employee may not perform any work during that time period.
- The first 5 scheduled workday absences (or 1 week) will require the employee to use available sick and/or vacation time. However, if the employee has less than 2 weeks of available paid time off (sick/vacation combination) when leave begins, then the employee will only be required to use up to 50% of the available time. When 50% of the employee's paid time off (up to 1 week maximum) has been used, then leave of absence pay will begin.
- Discretionary leave is provided to allow flexibility, based on the reason for leave of absence, for the Chamber to work with the employee and his/her medical care provider to determine a return to full duty work status. Flexibility may take the form of a combination of telecommuting and/or returning to the Chamber offices to work on a part-time or a restricted full-time basis until the medical care provider releases the employee to full duty. In coordination with the above vacation, the employee will be compensated by the Chamber either with normal wages or through a disability insurance policy providing up to 60% of the base salary. This will be provided until the employee is released for full duty or up to 12 weeks, whichever comes first. Leave payout requires the employee to comply with the work schedule and restrictions assigned by his/her medical care provider and noted on the job specific work note that is provided by the Chamber. This note is to be turned into the Chairman of the Board of Directors after each physician appointment for the coordination of this benefit.
- In the event of a maternity leave of absence where the medical care provider may return the employee to full duty work status prior to the end of 12 weeks, the Chamber will work with the employee to determine a satisfactory return-to-work transition period while discretionary leave pay continues. During this time, the employee may be allowed to perform work duties through a combination of telecommuting and/or working in the Chamber offices until the 12 week leave period has been exhausted.