

LEAVE OPTIONS

	SICK LEAVE	PERSONAL LEAVE	ANNUAL LEAVE (REQUIRES ADVANCE APPROVAL FROM THE SUPERVISOR)	10 DAY GRANT (IF QUALIFIED)	FAMILY CRISIS LEAVE EXCHANGE	FAMILY MEDICAL LEAVE (FMLA) UNPAID AFTER PAID LEAVE EXHAUSTED	PERSONAL DISABILITY LEAVE	SICK LEAVE BANK**	LEAVE OF ABSENCE THROUGH THE END OF THE FISCAL YEAR
Employee's Own Medical	any available	any available	any available	may always apply		yes for all qualified employees***	must request from HR; for employees not qualified to receive FMLA	yes, must apply through the associations	yes, as approved by HR
Spouse, Child Under 18 Routine Ailments	any available	any available	any available	may always apply					yes, as approved by HR
Spouse, Child Under 18 or Permanently Disabled, Serious Health Condition	any available	any available	any available	may always apply	must apply through the associations, for catastrophic situations	yes for all qualified employees***			yes, as approved by HR
Child Over 18 and Not Permanently Disabled	may use 5 days per year if hospitalized; 30 if child is terminal	any available	any available						yes, as approved by HR
Child Over 18 and Not Permanently Disabled, Living in the Same Home	any available	any available	any available	may always apply	must apply through the associations, for catastrophic situations				yes, as approved by HR
Leave for any Person who is Not a Parent, Child Under 18, Permanently Disabled Child, or Spouse		any available	any available						yes, as approved by HR
Parent Living in the Same Home, Routine Ailments	any available	any available	any available	may always apply					yes, as approved by HR
Parent Living Independently, Routine Ailments		any available	any available						yes, as approved by HR
Parent Living Independently With a Serious Health Condition	any available	any available	any available	may always apply	must apply through the associations, for catastrophic situations	yes for all qualified employees***			yes, as approved by HR
Spouse, Parent or Child Military Leave- Deployment	only for medical needs, following guidelines above for child	any available	any available	may always apply		yes for all qualified employees***; qualifying exigencies only			yes, as approved by HR
Spouse or Parent Injured During Active Military Duty	any available	any available	any available	may always apply		yes for all qualified employees***; may take up to 26 weeks			yes, as approved by HR
Child or Next of Kin Injured During Active Military Duty		any available	any available	may always apply		yes for all qualified employees***; may take up to 26 weeks			yes, as approved by HR

"Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical-care facility, including any period of incapacity or subsequent treatment in connection with such inpatient care; or

Continuing treatment by a health care provider, which includes:

- (1) A period of incapacity lasting more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition that also includes:
 - treatment two or more times by or under the supervision of a health care provider (i.e., in-person visits, the first within 7 days and both within 30 days of the first day of incapacity); or
 - one treatment by a health care provider (i.e., an in-person visit within 7 days of the first day of incapacity) with a continuing regimen of treatment (e.g. physical therapy); or
- (2) Any period of incapacity related to pregnancy or for prenatal care. A visit to the health care provider is not necessary for each absence; or
- (3) Any period of incapacity or treatment for a chronic serious health condition which continues over an extended period of time, requires periodic visits (at least twice a year) to a health care provider; or
- (4) A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. Only supervision by a health care provider is required, rather than active treatment; or
- (5) Any absences to receive multiple treatments for restorative surgery or for a condition that would likely result in a period of incapacity of more than three days if not treated.

** Refer to the Associations for bank rules and application instructions

*** Employed at least 1 year in the equivalent of a .5 position