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| <p style="text-align: center;">TOWNSHIP OF VERONA COUNTY OF ESSEX, NEW JERSEY</p>  <p style="text-align: center;"><i>POLICIES AND PROCEDURES</i></p> | Policy Title: | Special Leaves |
| | Policy Reference No: | 5-16 |
| | Release Date: | 16-December-2020 |
| | Approved By: | Matthew Cavallo, Township Manager |
| | Authority: | § 36-1 (C) § 36-24 |
| | Revision History: | None |
| | No. of Pages: | 4 |
| | Applicability: | All Employees |

Special leaves are offered to full-time and part-time Township employees in accordance with Code or applicable collective negotiation's agreement or employment agreement.

Leave for personal reasons

A full-time employee may be granted leave without pay for a period not exceeding one (1) month during a fiscal year at the sole discretion of the Township Manager if the leave does not cause undue operational disruption. The leave must include the use of all accrued paid time off, vacation, personal, compensatory and sick time (if health related), regardless of the length of leave requested. The portion of the leave that runs beyond the exhaustion of paid time off will be without pay or longevity credit. 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. Applications for leave without pay must be submitted in advance in writing to the employee's supervisor, showing the employee's reason for requesting such leave, and must contain a statement that he/she intends to return to the Township service. Employees shall continue to contribute their portion of health and medical benefits as if they were receiving their full salary. If the employee fails to return within five business days after the expiration of the leave, the employee shall be considered to have resigned and shall not be deemed eligible for rehire unless otherwise prohibited by law or unless the Township Manager deems such rehire in the best interests of the Township.

To the extent leave is for a reason qualifying under the Federal Family Medical Leave Act, the New Jersey Family Leave Act or any other required leave, such leave shall run concurrently with leave under this section.

Leave for court appearance

A full-time employee who is subpoenaed as a witness in a civil or criminal case not involving him or her in his/her capacity as a Township employee, may be granted paid leave for that period of time in which he/she is officially involved with the court in such capacity.

Upon your receipt of the summons or subpoena, please provide a copy of same to your supervisor so arrangement can be made to cover your absence and approve your leave. Subject to the terms of any collective bargaining agreement or employment contract, employees will be paid a sum equal to the difference between their regular salary/hourly rate and the sum received (if any) for

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such court attendance as a witness, provided that the total amount received shall not exceed their regular rate of pay. Employees are required to return to work on any day or half-day that you are not required to be present at court.

Leave due to death in immediate family (Bereavement Leave)

In the event of a death in his/her immediate family, each full time employee may be granted, upon approval of said employee's supervisor, time off with pay, such time not to exceed four days. Upon recommendation of the supervisor and approval by the Township Manager, a reasonable extension beyond four (4) days may be allowed where circumstances justify such action. The term "immediate family," as used in this subsection, includes the employee's father, mother, spouse, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents and grandchildren. Consideration for attendance at funerals for other than the immediate family may be granted upon recommendation by the supervisor and approval of the Township Manager.

Training leave

Full-time employees may be granted skill or professional improvement leave with or without pay for specific courses of study relating to the work of the Township in which he or she is employed, or leave to attend conferences of professional and similar associations. Such leave may be granted with full or part pay upon recommendation of the employee's supervisor and approval by the Township Manager in an amount not exceeding one (1) calendar month during any fiscal year.

Military leave

The Township of Verona shall provide military leave to its eligible employees, in accordance with all state and federal laws.

It is the policy of the Township of Verona not to discriminate against potential and current employees because of an individual's affiliation with the Federal Reserves of the United States Armed Forces, the National Guard of the United States, or any other organizations protected under the Uniformed Services Employment and Re-employment Rights Act and the Soldiers' and Sailors' Civil Relief Act of New Jersey. A leave of absence under this policy is in addition to all accrued leave permitted by any other policy or collective bargaining agreement.

When a full-time employee (either permanent or temporary) who is a member of the National Guard, Naval Militia, Air National Guard, or a reserve component of any United States armed force 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 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.

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Since drill weekends are defined as Inactive Duty Training periods, time off for drill weekends will be in addition to the thirty (30) or ninety (90) working days leave of absence. All employees are entitled to time off for drill weekends. Employees assigned to inactive duty may take leave without pay or elect to use available vacation, personnel, or compensatory time. Sick time cannot be used for inactive duty.

Employees availing themselves of this leave of absence shall be returned to the same schedule upon a return to work.

Employees on military service leave will 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 Township's group plan by taking advantage of the COBRA provision. The Uniformed Services Employment and Reemployment Rights Act specifically provides that military members have the right to elect to continue their employer-based health coverage for up to 24 months while they are in the military. Members of the State administered retirement systems will continue accruing service and salary credit in the system during the period of paid leave.

Requesting Leave

Any Employee in need of a leave of absence under this policy should present their orders for service to their direct supervisor as soon as orders are received. In the event written orders are not provided, but an employee knows of an upcoming need to take a leave, a request for leave should be made (preferably in writing) to your direct supervisor as soon as possible. Once written orders become available, the written order should be presented to your direct supervisor.

Returning to Work

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:

- (a) for service less than thirty-one (31) calendar days, 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;
- (b) for service of thirty-one (31) to one hundred eighty (180) calendar days, the employee must apply for reinstatement within fourteen (14) calendar days after completing military duty;
- (c) for service greater than one hundred and eighty (180) calendar days, the employee must apply for reinstatement within ninety (90) calendar days after completing military duty.

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Leave to Vote in any Local, State, or Federal Election

Under certain circumstances, employees may be eligible for time off to vote in any local, state, or federal election. If the voting polls are open before or after your scheduled work time, you are encouraged to vote during this time. However, if your work schedule is such that you do not have at least two (2) hours of time to vote outside of your work time, time off to vote may be granted with advance approval from your supervisor.

Reporting absence

An employee who is to be absent from duty shall report the reason therefor to his/her supervisor prior to the start of his/her normal work shift, and, only in the case of an emergency, call-in shall be as soon as practicable. All unauthorized and unreported absences shall be considered absence without leave,. Absence without leave for three or more days or part thereof shall be grounds for immediate termination.

Leave pursuant to statutory provisions

In any case where applicable federal or state law provide for special leave not contemplated in this Chapter, said law shall control the amount of leave granted in such instances.

All employees shall be familiar and are subject to § 36-24 of the Township Code with regard to Special Leaves.

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| Revision No. | Revision Date | Nature of Revision | Approved By |
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