

UTAH COUNTIES INDEMNITY POOL PERSONNEL—EMPLOYEE LEAVE POLICY

SECTION A EFFECTIVE DATE AND FREQUENCY OF REVIEW

1. The effective date of this policy is May 1, 2022.
2. This policy should be reviewed annually, but not less than every three years by the Board of Directors.
3. This policy should also be reviewed at any time that changes to laws or rules governing employee leave are amended or recommendations are made by the UCIP CEO, which would require review and update to this policy.
4. Failure to review this policy in the frequency stated shall not nullify, void, limit or waive this policy or any action taken under this policy.
5. This policy is considered to be amended at the time any new federal or state law becomes effective which conflicts with this policy, but only to the extent necessary to come into compliance with new law.

SECTION B PURPOSE

1. The purpose of this policy is to outline leave time available to employees of UCIP.

SECTION C AUTHORITY

1. The Board has authority to adopt this policy under the UCIP Interlocal Agreement.

SECTION D APPLICABILITY AND SCOPE

1. This policy is applicable to all UCIP employees. No individual Director, officer or employee has the authority to waive, alter or make exception to any of these policies unless expressly provided for herein.

SECTION E DEFINITIONS

1. Board: the Board of Directors of the Utah Counties Indemnity Pool.
2. CEO: the Chief Executive Officer of the Utah Counties Indemnity Pool.
3. FMLA: Family Medical Leave Act.
4. Pool: the Utah Counties Indemnity Pool.

5. UCIP: the Utah Counties Indemnity Pool.
6. USERRA: Uniformed Services Employment and Reemployment Rights Act.

SECTION F POLICY STATEMENTS

1. UCIP provides leave time to eligible employees based on their employee classification. Full-time employees are eligible for all leave benefits described in this Policy, unless specifically excluded. Part-time employees are eligible for leave benefits as described throughout this Policy to the extent identified. Temporary employees are not eligible for any discretionary benefits unless required by law.

SECTION G PROCEDURES AND RESPONSIBILITIES

1. Holidays

UCIP will provide the following paid Holidays to full-time employees only:

- a. The first workday of January—New Year’s Day;
- b. The third Monday of January—Martin Luther King Day;
- c. The third Monday of February—Presidents’ Day;
- d. The last Monday of May—Memorial Day;
- e. The third Monday of June (UCA 63G-1-301)—Juneteenth National Freedom Day;
- f. The 4th of July—Independence Day;
- g. The 24th of July—Pioneer Day;
- h. The first Monday of September—Labor Day;
- i. The second Monday of October—Columbus Day;
- j. The fourth Thursday and Friday of November—Thanksgiving Day;
- k. The 24th of December—Christmas Eve; and
- l. The 25th of December—Christmas Day.

When a paid Holiday falls on a Saturday, the paid Holiday will be observed on the Friday preceding the Holiday. When a paid Holiday falls on Sunday, the paid Holiday will be observed on the Monday following.

If the observed Holiday falls on another Holiday the CEO will determine the day that the Holiday will be observed.

Should a paid Holiday occur while an employee is on Vacation, the employee will not be charged with Vacation on the day of the paid Holiday.

To be eligible for Holiday pay an employee must work the regular scheduled day prior to the Holiday, or the first regular scheduled day after the Holiday, or be on an authorized paid leave using Vacation pay, Sick leave pay, FMLA or USERRA.

If the CEO requests an employee to work on a scheduled paid Holiday the employee may use the day as a floating paid Holiday to be used prior to the end of the calendar year.

2. Vacation

Vacation leave is provided to allow employees a break from their work duties to rest and reinvigorate. UCIP may require employees in fraud sensitive positions to take a minimum number of days of Vacation per year. It is UCIP's intent to incent employees to use Vacation leave in the year it is earned. A policy to carry over Vacation leave is provided to allow employees to plan for extended Vacations, and is not meant as a means for employees to "bank" significant Vacation leave. It is also UCIP's intent to incent employees to use Vacation leave in blocks of several days, rather than a day or two at a time. UCIP will provide paid Vacation to employees according to the following:

- a. Full-time employees with less than five years of service earn Vacation leave at the rate of four hours of Vacation leave for every full pay period worked, not to exceed 96 hours per calendar year. Full-time employees with more than five but less than ten years of service earn five hours of Vacation for every full pay period worked, not to exceed 120 hours per calendar year. Full-time employees with ten years of service and over earn 6.68 hours of Vacation for every full pay period worked, not to exceed 160 hours per calendar year.
- b. Part-time employees scheduled to work less than 1,040 hours annually earn Vacation leave and are limited by the calendar year maximum at one-half the rate of a full-time employee.
- c. Vacation leave may be advanced to employees with the approval of the CEO. Advanced Vacation leave requests totaling more than five days must be submitted to the UCIP Board for approval. Advanced Vacation leave not earned prior to a termination will be deducted from the employee's final paycheck.
- d. At the discretion of the CEO an employee may be allowed to be paid out all or part of their earned Vacation leave, at the current rate of pay.
- e. Vacation hours may be carried forward to succeeding years. However, no more than 360 hours may be carried forward to succeeding years. All accumulated Vacation leave in

excess of 360 hours at the end of the calendar year will be paid to the employee at the current rate of pay at the last pay period at the end of the calendar year.

- f. Vacation leave may be used in increments of no less than one half ($\frac{1}{2}$) hour.
- g. Employees may generally use their Vacation leave anytime; however, to assure quality of member service, all Vacation leave must be approved in advance by the employee's supervisor. To allow adequate time for the supervisor to consider requests for Vacation leave, employees are encouraged to request Vacation leave as far in advance as possible, but generally, not less than one week in advance of the beginning of the Vacation period. If an employee feels their supervisor's denial of Vacation leave is unreasonable, they may ask for a review of the request for Vacation leave by the CEO.
- h. Legal Holidays occurring while an employee is on Vacation leave are not deducted from an employee's accrued Vacation leave.
- i. Unless required by law, employees do not earn Vacation leave while on an unpaid leave of absence unrelated to an injury or illness, when a period of an employee's own illness or injury exceeds 45 days, or when temporary total disability, due to a work related injury, exceeds 45 days.
- j. Vacation hours may not be used for a work related injury or illness covered by workers compensation benefits.

3. **Sick Leave**

UCIP will provide compensated Sick leave to full-time and part-time employees who cannot perform their normal duties as a result of non-work related illness, injury or physicians visits related to non-work related illness or injury. Employees are encouraged to build up Sick leave so that days are available for serious illness. Employees who regularly use up Sick leave will be counseled regarding the difficulties such a practice may create. Sick leave is considered a privilege and employees should use it responsibly. Intentional misuse of Sick leave may be grounds for discipline, up to and including termination.

- a. Full-time employees earn Sick leave at a rate of four hours of leave for every full pay period worked, not to exceed 96 hours per calendar year.
- b. Part-time employees scheduled to work 1,040 or more hours annually earn Sick leave at one-half the rate and are limited by the calendar year maximum of a full-time employee.
- c. Sick leave hours may be carried forward to succeeding years. However, no more than 600 hours may be carried forward to succeeding years. All accumulated Sick leave above 600 hours at the end of the calendar year will be converted to Vacation leave, at the end of the calendar year, at the rate of eight hours earned Sick leave equals four hours Vacation leave.

- d. An employee may not be allowed to be paid out all or part of their earned Sick leave, except at termination as described in this section.
- e. The Sick leave hours earned by employees who leave UCIP service for any reason other than De-facto Resignation or Involuntary Resignation, as described in this Policy, will be converted to Vacation leave at the rate of eight hours earned Sick leave equals four hours Vacation leave and paid out as Vacation leave at the next regularly scheduled payday.
- f. Sick leave may not be converted to Vacation leave for purposes other than at termination or carrying over the maximum Sick leave hours at year end as described in this section.
- g. Employees may take Sick leave for personal illness or to care for sick family members (spouse, child, other dependent or parent).
- h. Employees taking Sick leave should provide notice at least one hour prior to beginning of shift in order to minimize disruption to the workplace.
- i. Use of Vacation leave for absence from work due to an employee's own illness or injury will only be allowed when the employee has exhausted all earned and accrued Sick leave.
- j. After exhausting all accrued Sick and Vacation leave, the employee may be considered to be on an unpaid leave of absence at the discretion of the CEO.
- k. Sick leave may be taken in increments no less than one half (½) hour.
- l. Legal Holidays occurring while a full-time employee is ill will not be deducted from an employee's earned or accrued Sick leave.
- m. Unless required by law, employees do not earn Sick leave while on an unpaid leave of absence, when a period of an employee's own illness or injury exceeds 45 days, or when temporary total disability, due to a work related injury, exceeds 45 days.
- n. After three consecutive days of Sick leave the CEO may require an employee to provide a doctor's certificate with respect to any Sick leave taken. If such certificate is not provided, the employee's absence may be considered absence without leave at the discretion of the CEO.
- o. After three consecutive days of Sick leave the CEO may require an employee to provide a doctor's certificate with respect to the employee's ability to return to work, prior to the employee returning to work.
- p. Sick leave may not be used for a work related injury or illness with the exception of the first three days of a short term disability if those days are not covered by workers compensation benefits.

4. **Bereavement Leave**

UCIP will grant bereavement leave to employees who suffer the death, including miscarriage or stillbirth, of a member of the immediate family, or a close relative. It is the intent of UCIP to be considerate of an employee's special needs and to be supportive at the time of the death of a loved one.

Accordingly, UCIP will provide the employee with paid time off from work to attend the funeral and to fulfill other responsibilities before the funeral without charge to the employee's earned or accrued Sick or Vacation leave.

If an employee suffers the death of a close relative, and requests time off from work during the period of bereavement, the CEO may approve the request based on the following:

- a. The necessity and appropriateness of the time off. The employee should be attending the funeral and/or have certain responsibilities to fulfill before the funeral.
- b. The amount of time off:
 - (i) If the deceased was a dependent of an employee, the employee may have paid time off up to five (5) days at the discretion of the CEO.
 - (ii) For other close relatives the employee may have paid time off for the day of the funeral.
- c. The pay for bereavement leave will be based on the employee's current rate of pay and the number of hours in the employee's normal work week. Employees may request additional days off and use accrued Vacation or leave without pay, as approved by the CEO.
- d. In the event of the death of a member of the immediate family while an employee is on Vacation, Vacation hours will not be charged by the amount of time normally authorized as outlined above.

5. Jury Duty

Every employee will be granted an unpaid leave of absence when subpoenaed or ordered to appear as a juror or witness by the Federal Government, State of Utah, or political subdivision thereof. If the employee turns over the juror or witness fee to UCIP along with a copy of the subpoena, UCIP will pay the employee's regular compensation during the period of jury service. Travel time to or from juror or witness duty is also considered an approved absence, but UCIP will not pay any overtime regardless of the amount of jury service time and jury travel time. UCIP will not pay for jury duty related mileage regardless of whether the subpoena requires travel during work hours.

SECTION H REVISION HISTORY

1. Adopted: April 21, 2022
2. Revised: October 25, 2023

SECTION I APPENDICES

1. There are no appendices to this policy