



The Arc Alliance

Overtime or Absence Authorization Form

2016-November-15

Employee Name		
Department		Pay Period Ending:

ABSENCE AUTHORIZATION (Form should match pay period)	
Relevant Date(s): _____	
Length of Time: _____ Hours	
Reason: _____ Vacation _____ Sick/Medical _____ Bereavement _____ Other: _____	
Note: All days other than unexpected sick days should be approved in advance.	
Explanation, if necessary: _____ _____	
I understand that if I do not have enough sick hours accrued, vacation hours will be used. I understand that The Arc Alliance will withhold in its entirety or make appropriate deductions from my final paycheck for any and all amounts I owe to The Arc Alliance as a result of, using unearned vacation or sick time.	
Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
COO/CEO Approval: (Refer to Directions)	Date: _____

OVERTIME AUTHORIZATION	
Overtime consists of the hours in excess of 40 that non-exempt employees work in a work week. Overtime is earned during a work week, Saturday through Friday and not from one pay period to the next. You are allowed to work overtime only with prior approval of your Supervisor and Executive Director, or their designee.	
Relevant Date(s) or Week Ending Date: _____	
I authorize _____ overtime hours (hours worked in excess of forty hours per week) for the employee named above. By signing this form, I acknowledge that I am aware of the number of overtime hours worked by this employee and that this overtime has been approved by me.	
Explanation, if necessary: _____ _____	
Employee Signature: _____	Date: _____
Supervisor Signature: _____	Date: _____
COO/CEO Approval: _____	Date: _____

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SICK TIME:

1. Sick leave is for actual illness of the staff member or illness of a member of their immediate family, to be defined as a parent, spouse, children, or any person living in the home. (not to exceed 50% of yearly earned sick hours) Illnesses may require a doctor's certificate at the discretion of the immediate supervisor or COO/CEO. When employees are ill and unable to work, they must telephone their immediate supervisor as soon as possible so that adequate coverage can be arranged. It is The Arc Alliances' policy not to advance sick pay. **If there is no sick time approved, vacation hours must be used.** In case of illness which is expected to continue beyond sick leave accrual, the Short Term Disability and /or Family Medical Leave policies may be applicable. Unused sick leave will not be compensated upon termination. Employees are expected to apply for Short Term Disability if absence from work will be more than two weeks.
 - a. A return to work certification is required if the employee has had a communicable disease; or the illness or injury may limit or prevent the employee from performing **any** of their job duties. The return to work certification will be given to their supervisor prior to resuming work.
 - b. It is the responsibility of supervisors to notify HR of all leaves which may fall under the FMLA. HR will make the determination concerning whether or not a leave is covered under the FMLA upon receipt of medical certification.
2. If an FMLA-eligible employee is absent for an FMLA qualifying event, and does not want the absence to be counted as FMLA covered leave and will not provide medical certification to return to work, sick time or other paid time off will not be approved.
3. All part-time salaried or hourly employees working more than 20 hours per week, but less than 35 hours per week, shall accrue sick time benefits at a prorated amount in proportion to 37.5 hours per week and the above guidelines will apply. The accumulation of sick time hours is prorated for part-time employees.

VACATION:

1. Employees begin to earn paid vacation on their first day of employment.
 - a. **New employees may not take earned vacation until after six months of continuous satisfactory employment, unless given written permission by the COO/CEO.**
 - b. Employees employed by The Arc for six (6) months or less forfeit any earned vacation at separation or termination.
 - c. Vacation requests must be made to the individual's supervisor in advance for consideration. Prior approval is required before any leave is taken. **The COO/CEO may authorize in writing vacation hours to be used before it is earned.** If an employee expends more vacation time than is earned upon separation, an adjustment will be made in the final pay to reflect unearned time.
 - d. Vacation is expected to be used in the year it is earned. A maximum of 37.5 hours earned vacation time may be carried over into the next calendar year. Earned vacation time in excess of 37.5 hours will be forfeited.
 - e. Upon separation, employees giving a 30 day notice and working every day during the notice period will be paid **for any accrued but unused vacation.**
2. All **part-time** salaried and hourly employees working MORE THAN (20) hours per week, but less than 35 hours per week, will accrue vacation benefits per pay in proportion to the standard hours worked per week with all above guidelines applying. Part-time employees will be eligible to carry-over earned vacation. This will be prorated in proportion to the number of hours worked per week.

OTHER LEAVE:

1. Bereavement. Up to three (3) days (22.5 hours) of leave with pay, not charged as vacation, will be provided for a death in the immediate family (defined as parents, spouse, children, grandparents, siblings). One (1) day, (7.5 hours) not charged as vacation, will be provided to attend funeral services of other relatives. The COO/CEO may, under extenuating circumstances, amend this policy.
2. Other Emergencies. **Up to three (3) days (22.5 hours), with pay, may be provided for other emergencies upon approval of the COO/CEO.**
3. **Absences without Pay. For reasons not described in these Personnel Policies, absences without pay may be approved by the COO/CEO.** Employees will not accrue vacation or sick pay during periods for absence without pay.
 - * Employees who work part time hours will have leave prorated based on a 5 day work week.