





Your Time Off

Time Off Benefits
Disability Plans
Leaves of Absence

Short-term Disability Plan

Provider: Short-term disability is provided by Hartford Life Insurance Company.

Eligibility: You are eligible for employer-paid disability coverage if you are an active regular full-time nonmanagement employee, and you have six months of continuous service. Regular part-time employees may elect to participate in the plan (see worksheet below for rates). Regular part-time employees are subject to a 12-month, preexisting condition exclusion. (Eligible management employees should refer to Policy 3.20 for information.)

Cost: Children's pays 100 percent of the cost for the short-term disability insurance for regular full-time employees. Regular part-time employees have the option of purchasing coverage through payroll deductions.

Benefit: If you meet the definition of short-term disability, you will be eligible to receive a weekly benefit equal to 60 percent of your basic weekly earnings, to a maximum of \$700 a week, for up to 11 weeks. You must be disabled for 14 days before benefits become payable. The weekly benefit will not be paid if you are receiving salary continuation or grandfathered extended time off (ETO) benefits. The benefit may be reduced by the amount of other income replacement benefits you receive for the same disability.

Definition of Disability: You are disabled when Hartford Life Insurance Company determines that you meet the definition of total disability. For the short-term disability benefit, total disability generally means that due to certain reasons, you are prevented from performing the essential duties of your occupation. Newly eligible regular part-time employees are subject to a preexisting condition exclusion.

Procedure: All applications for disability should be made through the Leave of Absence Hotline at 404-785-FMLA (3652).

Payroll Deduction Worksheet for Regular, Part-time Employees

\$ _____ ÷ 52 x 0.6 = _____ ÷ 10 = _____ x rate (0.88) _____ x 12 ÷ 26 = _____
 Base Annual Pay* Weekly Benefit Per \$10 of Weekly Benefit Monthly Premium Payroll Deduction

* Maximum annual pay covered is \$60,667. If you earn more than this amount, enter the maximum amount only.

Long-term Disability Plan

Provider: Long-term disability is provided by The Hartford Life Insurance Company.

Eligibility: Regular full-time employees who are actively at work on the first of the month after six months of continuous service are eligible for coverage.

Cost: Children's pays 100 percent of the cost for long-term disability insurance for regular full-time employees.

Benefit: If you meet the definition of long-term disability, you will be eligible to receive a monthly benefit equal to 60 percent of your basic earnings, to a maximum of \$7,500 each month. You must be disabled for 90 days before the benefits become payable, and benefits will continue to age 65 if you remain disabled.

Time Off Benefits

Eligible employees are provided with the following time off benefits:

Paid Time Off (PTO)

Eligibility: All regular full-time and part-time employees

Benefit Begins: You can use your PTO hours the first pay period after 60 days of employment.

- **PTO limit**—you can accrue a maximum of 300 hours. After reaching the maximum, you will stop accruing PTO hours until you take time off or cash in your hours.
- **Change in employment status**—PTO hours are payable upon separation from employment or a change to a nonbenefit-eligible status.

Management employees: Refer to the Management Vacation/Sick Policy 3.20 on Careforce Connection for more information about PTO

Holidays

Eligibility: All regular full-time and part-time employees

Holiday Hours: These are awarded in the pay period in which the holiday occurs.

- **Part-time employees**—receive four hours.
- **Full-time employees**—receive eight hours.

Holiday hours are not payable upon separation from employment or a change to a nonbenefit status.

Floating Personal Days

One floating personal day is credited on Jan. 1, and one floating personal day is credited on July 1. These must be taken in the calendar year in which they are issued, or they will be removed.

- **New hires or employees with a status change**—are credited with the Jan. 1 or July 1 floating personal days if you become eligible before Nov. 1 or May 1, respectively.

2010 Recognized Holidays

- New Year’s Day, Friday, Jan. 1
- Martin Luther King Jr. Day, Monday, Jan. 18
- Memorial Day, Monday, May 31
- Fourth of July, Monday, July 5
- Labor Day, Monday, Sept. 6
- Thanksgiving, Thursday, Nov. 25
- Christmas, Friday, Dec. 24
- Two floating personal days

Holiday Premium

Nonexempt employees receive premium pay for the hours worked on the actual date of a nationally recognized holiday, and accrued holiday hours are banked for you to use later.

Accrual Schedule*

Service (years)	Pay Period (hours)**	Max/Year	Holidays	PTO and Holidays
0 to 3	5.23	136 hours/17 days	9 days	26 days
4 to 7	6.46	168 hours/21 days	9 days	30 days
8 to 10	7.38	192 hours/24 days	9 days	33 days
11 to 14	8	208 hours/26 days	9 days	35 days
15 or more	8.62	224 hours/28 days	9 days	37 days

*Eligible management staff should refer to the Management Vacation/Sick Policy 3.20

**Based on 80 hours worked each pay period.

Family and Medical Leave Act (FMLA)

Eligibility: Employees must have at least 12 months of service with Children’s and have worked 1,250 hours within the 12 months preceding the leave.

- **Intermittent/reduced schedule**—if you meet eligibility requirements, you can take your FMLA time on a continuous or as-needed basis by working an intermittent or reduced schedule.

Valid reasons for unpaid leave include:

- Being treated for your own serious illness.
- Birth of a child.
- Placement of an adopted or foster child.
- Caring for a seriously ill child, spouse or parent.

If you have not met the guidelines, you may be eligible for a personal leave at the discretion of your manager.

Compensation/Payment During FMLA: FMLA is an unpaid leave. You must use your PTO hours, short-term disability or grandfathered ETO according to policy guidelines.

- **Reference**—for approved FMLA leaves, refer to HR Policies 3.09 and 3.15 on Careforce Connection. Eligible management employees refer to HR Policy 3.20.

Benefit Coverage During FMLA: For approved FMLA leaves, Children’s will keep paying the employer’s share of your insurance premiums for up to 12 weeks. You will have to continue to pay your share of the premiums while on leave.

- **COBRA**—after 12 weeks or if you are not returning to work, you will be offered the Consolidated Omnibus Reconciliation Act (COBRA). See Page 45 for details.

Requesting Leave: You must fill out the proper request forms. Call the Leave of Absence Hotline at 404-785-FMLA (3652) for details.

Maternity Leave

Maternity leaves are considered medical leaves of absence for up to six weeks from delivery. Unless due to complications, you are out of work prior to your delivery or after six weeks from delivery. All maternity leaves are subject to FMLA guidelines as noted in HR Policy 3.15.

For employees eligible for short-term disability, the two-week elimination period required begins at delivery, unless you were taken out of work by a doctor due to complications at an earlier date.

If your disability date is your delivery date, you will receive a maximum of four weeks of disability benefits (six weeks minus the two-week elimination period). Short-term disability insurance may continue to pay beyond four weeks, if medically necessary, with the appropriate documentation from your doctor. If your disability date is prior to your delivery date, the disability benefit will begin after the two-week elimination and last up to six weeks after delivery. Any remaining time available under FMLA is paid from accrued PTO using your full-time employee increments every pay period.

Personal Leaves of Absence

Eligibility: Personal leaves of absence are subject to the operational needs of the organization and may be granted at the discretion of the department head.

Types of leaves include:

- **Personal Leave:** Evaluated on the basis of the following criteria: urgency of your needs or circumstances, record of service, performance and operational needs.
- **Educational Leave:** Granted for organized course(s) of instruction at an accredited college, university or other accredited institution. The course of study must be in a field related to your present occupation or one directly related to Children's.
- **Professional Leave:** Granted to attend meetings, workshops and seminars that benefit Children's and advance you professionally.
- **Military Leave:** Subject to federal mandates and granted for military obligations requiring you to attend reserve camp or if you are called up for military service. Appropriate orders are required. Refer to HR Policy 3.18.

Bereavement Leave

Eligibility: If you are a regular full-time or regular part-time employee, and you have at least 60 days of service, you may receive up to three consecutive days off (maximum of 24 hours) with pay.

Leave may be granted in the event of the death of an immediate family member, defined as: husband, wife, child, father, mother, sister, brother, grandparent, brother/sister-in-law, parent-in-law or grandchild. Refer to HR Policy 3.13 for more information.

Jury Duty

Eligibility: If you are a regular full-time or regular part-time employee, you may be eligible to receive payment for attendance in court for jury duty or as a subpoenaed witness for Children's. As long as jury duty does not exceed 12 hours, you may receive pay for your full shift minus any compensation paid by the court. Refer to HR Policy 3.10.