



Leave Sick and Accident Benefits will not be paid while employee is on leave but will commence once leave has expired

(e) Family Leave of Absence (FMLA) Family leaves of absence without pay are provided to active eligible employees who request time off from work to fulfill family obligations relating directly to childbirth adoption placement of a foster child, or to care for a child, spouse or parent with a verified serious health condition Eligible employees must have completed at least one year of service and worked at least 1250 hours over the previous 12 months Maximum leave is 12 weeks within any 12 months Accrued vacation time must be used first Health insurance benefits are provided for the full period of the approved leave subject to provisions of the benefit plan Holidays are not paid while on Family Leave

Requests must be made to the Human Resource Office at least 30 days in advance of foreseeable events, and as soon as possible for unforeseeable events Employees are required to notify the Company at least two weeks prior to returning to work When leave is based on the employee's own serious health condition medical certification of ability to resume work will be required

When a family leave ends the employee will be returned to their department and shift, if the job is available If not available, the employee will be placed in accordance with their seniority Seniority will accumulate during the period of leave of absence

SEC 2 An employee elected to a Federal State County Township or City Office shall be granted a leave of absence for their first term of office Such employees shall retain but not accumulate seniority while on leave of absence

SEC 3 Sick leaves will be granted but employees must furnish the Human Resources Department with medical verification within (10) working days from the commencement of disability or upon returning to work whichever is sooner If such verification is not submitted within ten (10) working days the Union will be notified and then the provisions of Article III Sec 14 (c) will apply

### ARTICLE XIII - VACATIONS WITH PAY

SEC 1 The number of hours of vacation time off and pay allowance to which an eligible employee shall be entitled shall be based on the employee's seniority as of January 1<sup>st</sup> of each year and the number of pay periods during which he has worked in his eligibility year An eligible employee who has worked at least 26 pay periods in his eligibility year shall be entitled to the following vacation time off and pay allowance

#### CHART "A"

<u>For an Eligible Employee with Seniority of.</u>	<u>Hours of Full Vacation Pay Allowance</u>
Less than one year	40 based on pay periods shown in Chart "B"
One but less than three years	40
Three but less than ten years	80
Ten but less than fifteen years	120
Fifteen or more years	160

An eligible employee who has worked less than 26 weeks shall be entitled to a percentage of the full