

- 3.) Should the decision be made to open at 12:30 p.m., any staff member who does not report to work will be charged with one-half sick day.
- 4.) Should the decision be made to allow for a partial closure, the Administrator would confer with Department Heads to identify essential staff that would report to work.
- 5.) During partial closures, employees that report to work may be compensated personal days to be determined by the Administrator.

E. Leave of Absence Policy

- 1.) The Township recognizes that occasions arise where an employee may require a leave of absence. Employees must submit a written request to their Department Head within a reasonable time before the expected leave is to commence unless excused by an emergency situation. If an emergency situation arises, the employee must inform his or her Department Head within a reasonable time (but no later than two (2) days) after the emergency situation or first absence. If a Leave of Absence is approved, the employee must exhaust any paid leave (vacation, sick and personal time) prior to receiving unpaid leave.
- 2.) The Township is not obligated to hold that employee's position open if he or she is granted a personal leave unless otherwise necessary to provide a reasonable accommodation or otherwise required by law.
- 3.) The Township will assess its ability to hold the employee's position open after a predetermined period of time, and may have to fill the employee's position to enable the Township to maintain public services and efficient operations.

F. Family Medical Leave Act

- 1.) Unless greater rights are provided for under applicable state law, employees are eligible to take up to 12 weeks of unpaid family/medical leave within any 12-month period and be restored to the same or an equivalent position upon the employee's return from leave provided the employee has worked for the Township for at least 12 months, and worked at least 1,250 hours in the last 12-months. The "12-month period" is measured backward from the date a leave under this policy is to begin.
- 2.) An eligible employee may take family/medical leave for any of the following reasons: (1) the birth of a son or daughter and in order to care for such son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) to care for a spouse, son, daughter, or parent ("covered family member") with a serious health condition; (4) because of the employee's own serious health condition which renders him/her unable to perform the functions of his or her position.
- 3.) Leave because of reasons "1" or "2" must be completed within the 12-month period beginning on the date of birth or placement. In addition, spouses employed by the Township who request leave because of reasons "1" or "2" or "3" may only take a combined aggregate total of 12 weeks leave for such purposes during any 12-month period.
- 4.) In addition to the qualifying leaves of absence above, eligible employees are also entitled to up to 12 weeks of leave because of any qualifying exigency arising out of the

- fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation.
- 5.) In addition, Eligible employees who are the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled up to 26 weeks of leave in a single 12 month period to care for the service member.
 - 6.) Employees may not be granted an FMLA leave to gain employment or work elsewhere, including self-employment. If an employee misrepresents facts in order to be granted an FMLA leave, the employee will be subject to disciplinary action, up to and including immediate termination.
 - 7.) If an employee's need for family/medical leave is foreseeable, the employee must give the Township at least 30 days prior written notice. Failure to provide such notice may be grounds for delay of leave.
 - 8.) Where the need for leave is not foreseeable, the employee is expected to notify the Township as soon as practicable, generally within 1 to 2 business days of learning of the need for the leave. The Township has Request for Family/Medical Leave forms available from the Township Administrator. Employees should use these forms when requesting leave.
 - 9.) If an employee is requesting leave because of his or her own or a covered family member's serious health condition, the employee and the relevant health care provider must supply appropriate medical certification. The employee may obtain Medical Certification Forms from the Township Administrator. The medical certification must be given within 15 days after it is requested, or as soon as reasonably possible under the circumstances.
 - 10.) Failure to provide requested medical certification in a timely manner may result in denial of leave until it is provided. The Township, at its expense, may require an examination by a second health care provider designated by the Township, if it reasonably doubts the medical certification initially provided by the employee. If the second health care provider's opinion conflicts with the original medical certification, the Township, at its expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. The Township may also require a medical recertification periodically during the leave, and employees will be required to present a fitness-for-duty verification upon their return to work following a leave for the employee's own illness.
 - 11.) Family/medical leave is unpaid leave. If an employee requests FMLA leave because of a birth, adoption or foster care placement of a child, or to care for a covered family member with a serious health condition, any accrued paid leave (vacation time, sick time and personal time) a full-time employee has must first be substituted and used for unpaid family/medical leave, so that any paid leave and unpaid family/medical leave runs concurrently.
 - 12.) If an employee requests leave because of his or her own serious health condition

- (including the employee's own medical conditions associated with pregnancy and childbirth), leaves covered by the Township's short-term and/or long-term disability policies will normally apply as part of the 12-week FMLA leave period when the leave is requested due to the employee's serious health condition. Absences of more than three (3) days covered by Workers' Compensation also constitute part of the 12-week FMLA leave. The substitution of paid leave time for unpaid leave time does not extend the 12-week FMLA leave period.
- 13.) During an approved family/medical leave, the Township will maintain employees' health benefits, as if they continued to be actively employed. If paid leave is substituted for unpaid family/medical leave, the Township will deduct the employees' portion of the health plan premium as a regular payroll deduction. If the leave is unpaid, employee must pay their portion of the premium during the leave.
 - 14.) If an employee does not return to work at the end of the leave period, he/she may be required to reimburse the Township for the cost of the premiums paid by the Township for maintaining coverage during his or her unpaid leave, unless the employee cannot return to work because of a serious health condition or other circumstances beyond his or her control.
 - 15.) Leave because of a serious health condition may be taken intermittently (in separate blocks of time due to a single covered health condition) or on a reduced leave schedule (reducing the usual number of hours employee work per workweek or workday).
 - 16.) If leave is unpaid, the Township will reduce the employee's salary based on the amount of time actually worked. In addition, while an employee is on an intermittent or reduced scheduled leave, the Township may temporarily transfer the employee to an available alternative position which better accommodates the employee's recurring leave and which has equivalent pay and benefits.
 - 17.) If an employee wishes to return to work at the expiration of his or her leave, the employee is entitled to return to his or her same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If the employee takes a leave because of his or her own serious health condition, the employee is required to provide a medical certification that he/she is fit to resume work. Employees may obtain Return to Work Medical Certification forms from the Township Administrator. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.
- G. Illinois School Visitation Rights Act
- 1.) Eligible employees are granted eight (8) hours of unpaid parental leave each school year for an employee to attend school conference or class-room activities that cannot be scheduled during non-working hours.
 - 2.) No more than four (4) hours may be taken in one day.
 - 3.) Employees must provide written notice to their Department Head before the scheduled activity.