

MATERNITY LEAVE:

9) Regular full-time or part-time employees are eligible for maternity leave. Pursuant to Tennessee Code 4-21-408 – “Leave for adoption, pregnancy, childbirth and nursing an infant”. Maternity leave may or may not qualify under the Family Medical Leave Act. Maternity leave is unpaid except when employee has accrued sick and annual leave for use during time off. If employee’s accrued time does not equal time taken, then the employee may be permitted to have Leave Without Pay. **(See Leave without Pay, Page 702.5, Family Medical Leave, Page 703.2) Revised 07-28-2009**

PERSONAL LEAVE:

10) Upon the request of an employee's immediate supervisor and the subsequent approval of the Executive Director, an employee will be granted personal leave for attending to emergency personal needs. Such unpaid personal leave will be granted only after vacation pay has been exhausted and must be requested in writing by the concerned employee. Under no circumstances shall an employee be granted more than five consecutive workdays for unpaid personal leave or receive more than twelve days of unpaid personal leave within any calendar year.

BEREAVEMENT LEAVE:

11) Bereavement leave can be used by employees with a death in the immediate family (**immediate family" includes parents, brothers or sisters, wife or husband, children, father-in-law and mother-in-law, brother-in-law, sister-in-law, grandparents-in-law, grandparents, grandchild, plus life partner or other relatives if they are living with the employee**) for up to three days. Leave taken beyond this point must be charged to sick leave or annual leave balances, or be taken without pay.

ON-THE-JOB INJURY

12) In the case of an on-the-job injury which requires the employee to leave work to see a physician, sick leave will not be charged for any portion of the day of injury. Time off of work subsequent to the day of injury is charged to Sick leave.