

GRAYSON RURAL ELECTRIC COOPERATIVE CORPORATION  
GRAYSON, KENTUCKY

BOARD POLICY NO. 512

SUBJECT: FAMILY LEAVE, MILITARY LEAVE, ETC.

I. OBJECTIVE

To establish a fair and equitable policy whereby an employee may take a leave of absence from his/her regular work schedule, for reasons deemed necessary or unavoidable by the Cooperative.

II. POLICY

- A. An employee may be granted a leave of absence for personal reasons without pay up to fifteen (15) consecutive calendar days upon application to the Cooperative in writing, provided the employee presents evidence acceptable to the Cooperative that such leave of absence is for a reasonable purpose and provided further that such leave of absence will not unreasonably interfere with operations. Such leave may be extended where necessary upon application for extension in writing and upon presentation of evidence satisfactory to the Cooperative that such extension is necessary, provided such extension does not unreasonably interfere with operations.
- B. An employee will be granted a leave of absence for the period of a medical disability upon presentation of evidence satisfactory to the Cooperative. The President & CEO shall rely on Board Policy # 524 when it becomes apparent that the period of sick leave or disability has exceeded normal expectations. If it becomes necessary to invoke Board Policy # 524 an employee may not be eligible to return to work. An employee who is eligible to return to work after a leave of absence for medical disability will be reinstated in the classification which he/she left, provided he/she first obtains a medical clearance from his/her personal doctor, subject to the confirmation by a doctor selected by the Cooperative. The doctor selected by the Cooperative will be paid directly by the Cooperative.
- C. Family Leave with Pay
  1. An employee can take sick leave or vacation upon presentation of evidence satisfactory to the Cooperative that a member of his/her immediate family is seriously ill and confined to a hospital or to transport a family member to an out-patient procedure. The maximum leave in such case shall be during and limited to the actual number of days the member of the employee's immediate family is in the hospital. Immediate family shall be defined as spouse, children, mother, father, mother-in-law or father-in-law. Requests to attend other family members will be reviewed on a case-by-case basis.
  2. An employee may use sick leave or vacation for the purpose of attending the funeral of a spouse, children, parent, grandparents, parent-in-law, grandparent-in-law, brother or sister, or brother-in-law or sister-in-law.
  3. Any leave of absence with pay granted an employee will be limited to and deducted from the total number of days that the employee is eligible for vacation or non-occupational disability, as set forth in Board Policy 504, Sick Leave, Disability and Workers' Compensation. If an employee does not have any sick leave or vacation available, time off without pay requires prior approval of the Supervisor and President & CEO.
- D. An employee who is absent from work for three (3) days of his/her successive scheduled workdays, without notifying the cooperative, unless physically unable, will be considered to have voluntarily resigned. If the employee claims that such absence was because he/she was physically unable to work, then he/she shall be required to substantiate that he/she was physically unable to work. The Cooperative

reserves the right to require the employee to be examined by a doctor selected by the Cooperative to prove that the employee's absence was due to his/her physical inability to work.

- E. An employee who does not return to work on his/her first scheduled workday following the expiration of his/her leave of absence or any extension thereof without notifying the Cooperative, unless physically unable, will be considered to have resigned voluntarily. If the employee claims that such absence was because he/she was physically unable to work, then he/she shall be required to provide the Cooperative a doctor's certificate to substantiate that he/she was physically unable to work. The cooperative reserves the right to require the employee to be examined by a doctor selected by the Cooperative to prove that his/her absence was because he/she was physically unable to work.
- F. An employee who has completed his/her probationary period, who is a member of a reserve component of the Armed Forces and who is required to enter active duty or temporary training duty, shall be paid as follows:
1. Long Term Active Duty Assignment-Shall be paid as a military employee and will not be paid by the Cooperative.
  2. Short Term Duty - Shall be paid the difference between the amount he/she received from the Federal or State government for such duty and his/her base hourly rate for the time lost while on such duty up to a maximum period of two (2) weeks per year. In order to receive payment by the Cooperative an employee must submit to his/her Department Head, as soon as possible after receipt, evidence of orders to report for training. When the employee returns to work, he/she must submit to his/her Department Head a statement supporting payment for such duty. Time off from work paid for under this section will not be counted as hours worked in the computation of overtime or premium pay, and the employee shall waive their right to overtime during the time he/she is unavailable due to duty or training

### III. RESPONSIBILITY

It shall be the responsibility of the President & CEO to see that this policy is adhered to.

  
Roger L. Trent, Chairman

  
Bill E. (Eddie) Martin, Secretary/Treasurer

Date Adopted: 2/21/86  
Minute Book Page: 1554-1555  
Date Revised: 01/24/97  
Minute Book Page: 2859 - 2860  
Date Revised: 03/27/98  
Minute Book Page: 2994 - 2996  
Date Revised: 10/28/04  
Minute Book Page: 3672-3673  
Date Revised: 08/23/10  
Minute Book Page: 4347-4349