

# Silver Queen West at Wilderrest Condominium Association

## Policy No. Admin. 001

### All Purpose Leave (APL)

Effective Date: September 1, 2006

Applicability: This policy is applicable to all full-time and year around part-time personnel employed by Silver Queen West at Wilderrest Condominium Association (the "Association") and is subject to change by the Association at any time.

The Association provides paid All-Purpose Leave (APL) for full-time and year around part-time employees. This leave is provided for you to use for all time away from work and includes vacation, sick time, personal days, bereavement, or other personal leave that may be necessary.

APL Accrual: APL is accrued based on payable weeks worked multiplied by an APL accrual rate. These payable weeks include regular hours worked, APL hours taken, Holidays, Floating Holidays, Jury Duty, and Paid Worker's Compensation time. Neither unpaid time off nor overtime is used in the calculation of APL accrual. Year around part-time employees accrue APL in the same proportion their weekly hours bear to a 40 hour work week; for example, an employee working 20 hours per week would accrue APL at one half the rate of a full-time employee.

The following table shows APL accrual rates and maximum accrual amounts, based on years of service, for full-time employees :

| Years of Service | APL Accrual Rate per Payable 40 hr. Week | Maximum Accrual |
|------------------|--|-----------------|
| *0 to 5 years    | 3.077 hours                              | 320 hours       |
| *5 to 10 years   | 3.846 hours                              | 360 hours       |
| *Over 10 years   | 4.615 hours                              | 400 hours       |
| *Over 20 years   | 5.385 hours                              | 440 hours       |

\* Increased accrual rate and/or maximum accrual amounts based on additional years of service is effective on the first day of the month following anniversary date of hire.

Full-time employees at the inception date of this Policy will be deemed to have carried over 40 hours of accrued APL and part-time employees 10 hours.

APL Use : The Association strongly encourages you to take accrued APL during the course of the year. For this reason, you may not carry over more than 160 hours of accrued APL to the next calendar year. Accrued APL not used or authorized in this policy to be carried over (APL in excess of 160 hours) will be lost.

Scheduled Absences:

Planned time away from work must be scheduled with and approved in advance by your direct supervisor or the Board member assigned as to provide oversight of your duties, as the case may be (your “manager”).

Unscheduled Absences:

Since APL is available to use for all absences from work, it is necessary for you to use it for unscheduled absences (e.g., your illness or the illness of a family member). When using APL for unscheduled absences, you are expected to notify your manager as soon as you realize you will not be able to come in to work. If you develop a pattern of unscheduled APL usage, we will ask you for a doctor's verification of your need for leave and of your fitness to return to work.

Time Without Pay/

Makeup Time: If you have a need for leave at any time during your employment and you do not have sufficient APL available, you must receive approval from your manager before being allowed to take this time without pay. Depending on the Association's requirements, it may be possible to makeup time missed during work hours, rather than using APL. Making up hours must be done during the same workweek that hours were missed. **Your manager must approve in writing in advance your request to make up time.** Approval is completely at the discretion of your manager. If you must take time off in excess of your available APL and your manager declines to allow this time off without pay, the Board of the Association, in its sole discretion, may grant time off without pay or may terminate your employment with the Association.

Reporting Absences:

**All time away from work, scheduled and unscheduled, requires use of APL, and you must report it in writing to your manager and to the Association's Managing Agent.**

If you do not show up for work and fail to contact your manager, we will assume you have abandoned your job and will consider your employment terminated, effective immediately. Should we learn that extenuating circumstances prevented you from being able to contact your manager (e.g., family emergency, hospitalization, etc.) your employment will be reinstated with full service credit and your employment record will reflect no termination or other break in service.

Holidays:

The Association provides eight paid holidays to all regular full-time employees. These holidays are New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day, plus two floating holidays (for use at the employee's discretion). Scheduled holidays falling on a Saturday or Sunday will be observed on the nearest regular business day. Floating holidays are earned following 90 days of employment. If you work a full or half paid holiday, you will be given an additional full or half floating holiday. Floating holidays may not be carried over to the following year, and are not paid out upon termination of employment. Your manager must approve in advance your use of floating holidays.

Jury Duty: The Association encourages you to meet your civic responsibility when called for jury duty. If you receive a summons for jury duty, present it to your manager and fax a copy to the Association's Managing Agent as notification that you will be unavailable for work. Options available to you for continuing your pay while on jury duty are 1) take the time off as APL and keep any fee you receive from the court for service on the jury or 2) receive your regular pay for the hours you serve, up to a maximum of 10 work days (or more, if required by state law), and turn in any fee you receive from the court to the Association.

Military Reserve  
and National Guard

Duty: Employees who are members of the National Guard or United States military reserve will be granted a military leave of absence to attend active duty for training and active reserve duty. Those employees who are on active duty for training pursuant to orders may elect to use accrued APL for all or part of this time and to receive their full company pay for such time. The Association will pay you the difference between your military rate of pay and your Association pay for such time away not taken as APL, not to exceed 80 hours in any calendar year. You must submit to the Association's Managing Agent a copy of your active duty for training orders prior to beginning your absence from work, and must submit your military pay receipt in order to receive differential pay for time away from work on active duty for training.

If you are ordered to active duty for a period in excess of 80 working hours in any calendar year, you may use APL to the extent of your accrued APL. Thereafter, you will be placed on unpaid leave. Specific laws and regulations govern the Association's fulfillment of its obligation of reemployment upon your release from active duty. If you have questions regarding your rights regarding reemployment, please contact the Association's Managing Agent.

*All military leaves of absence (orders to active duty or training) must be coordinated with the Managing Agent to ensure compliance with state and federal laws pertaining to this policy. These policies do not apply to employees who enlist in or are drafted for active duty (non-reserve) military service. In these cases, the leave request will be treated as a resignation.*