

Time Off Policy

Revised 3/28/16

The Negev Foundation recognizes the need for employees to take time away from work for a variety of reasons, and believes that promoting a work-life balance is essential to the health of both the employee and the foundation. Therefore, the following policies will take effect on July 1, 2014, and will apply to exempt and non-exempt full-time employees who have worked for The Negev Foundation for at least one (1) full year:

Sick Leave

At the beginning of each fiscal year (July 1st), all full-time employees will receive three (3) days of paid sick leave to be used between July 1st and June 30th of the following year (henceforth referred to as the “fiscal year”). This leave may be taken for the care of one’s self during illness or medical procedure or for the care of an employee’s dependent child (under the age of 18) during illness or medical procedure. If the leave is taken for a foreseeable illness or medical procedure, the employee should notify Office Administrator or President in writing as soon as the need for leave is known, preferably at least two (2) weeks in advance. If the illness is sudden, the employee should notify Office Administrator or President as soon as they know that they will not be able to work. Sick leave that is not used during the designated fiscal year will be forfeited, and may not be accrued or “rolled over” to the next fiscal year. Under no circumstances will The Negev Foundation compensate employees monetarily for unused sick time.

If more than three days is needed for a serious illness, written requests for unpaid time off must be made to Office Administrator or President as soon as the need for time off is known. The Negev Foundation will make every effort to accommodate reasonable requests for unpaid medical leave in the case of an employee’s serious illness.

Jury Duty

The Negev Foundation will comply with all local, state, and federal regulations that pertain to employees who have been summoned to serve on a jury. Employees must provide the foundation with written notice of jury service as soon as possible, and should attach a copy of their summons if possible. To prevent undue financial burden to employees, the foundation will compensate employees for the difference between their regular salaries and the compensation they receive for serving on a jury (which is often much lower than employees’ regular salaries). The foundation will compensate employees in

this way if their service was required by law (they did not volunteer for more service than was required), and if the employee gave the foundation written notice of their jury summons in advance.

Holidays

The Negev Foundation offers all full-time employees paid time off for specific American and Jewish holidays. A list of these holidays will be distributed to all employees at the beginning of each calendar year. As the foundation's office is closed on many of these holidays, days off must be taken according to the prescribed calendar for that year, and cannot be taken on different days. Employees who choose to work on designated paid holidays will not receive any additional monetary compensation for such work beyond their normal salary for that day. Employees who are required to work on paid holidays for exceptional business necessity will receive compensation for such work in one of two forms:

1. Holiday pay at their regular salaried rate.
2. Paid time off that is equivalent to the amount of time the employee worked on the holiday, to be taken at a time that is mutually convenient for the employee and the foundation.

Please note that employees will not be required to work on holidays except in emergencies or other very unusual circumstances.

Bereavement Leave

In the unfortunate event of the death of an employee's immediate family member (parent, sibling, spouse/domestic partner, grandparent, child, grandchild, or spouse/domestic partner's parent), the foundation will grant all full-time employees up to three (3) days of paid bereavement leave. If additional time is needed, employees should provide a written request for time off to Sam as soon as the need is known. In these circumstances, time off beyond the three day leave will be unpaid, unless other arrangements (such as using available vacation days) are authorized in writing by Sam.

Vacation

In addition to the aforementioned leaves, full-time, hourly employees will accrue 1.25 vacation days per month, equaling a total of three (3) weeks per year. Employees must submit a written request to Office Administrator or President and receive written approval in response prior to scheduling their vacation. After vacation dates are approved, the employee must note their vacation on the foundation's shared calendar through the Office Administrator.

Leave of Absence – Extended Leave of Absence

A full time employee may request a leave of absence or an extended leave of absence for emergency reasons only such as health or family emergency. Leave of absences will not be granted for vacation purposes. A written request must be submitted to Office Administrator for any leave of absence purpose and will be reviewed and either approved or not by President. Also, please see extended unpaid medical leave policy.

Time taken off for sick leave, bereavement leave, jury duty, or designated paid holidays will not count as paid time off. Employees are not required to work during their paid vacation. If an extremely unusual business situation arises and an employee must perform work during their vacation at the request of their supervisor, they will be credited an equivalent amount of vacation time for use at a later date.

Vacation Policy – Salaried Employees (July 1, 2015 to June 30, 2016)

The vacation policy for salaried employees is as follows:

1 day earned for each month worked.

1 extra day earned for each of the first 3 quarters worked – September 1, 2015, December 1, 2015 and March 1, 2016.

This is equal to 15 days vacation each year.

All vacation days must be completed during the employment year. (Sarah – July 1, 2015 – June 30, 2016)

Salaried employees are paid for Jewish and American holidays per the Holiday memorandum posted on the information board.