

PAID LEAVES OF ABSENCE POLICY

You will receive full pay for leaves that are attributable to deaths in the family and/or civic responsibilities. For military obligations, you will receive the difference between military pay and OBPA pay, when military pay is less than your OBPA pay. This leave is charged, in the following order, to: personal, sick, and vacation time.

Bereavement.

The following will serve as a guide in providing time off to full-time employees who suffer a loss in the family:

Up to 5 days (40 hours)	spouse, child, parent, sibling
Up to 3 days (24 hours)	mother-in-law, father-in-law, grandparent, grandchild
Up to 1 day (8 hours)	aunt/uncle, niece, nephew, cousin, brother-in-law, sister-in-law

If you need additional bereavement time or time off to care for an estate or another member of the family, arrangements should be made through your supervisor and the Human Resources. This leave shall be charged to first personal leave if available and then sick leave, and finally vacation.

Civil Responsibilities.

If you are called to jury duty, you will receive your full pay. Should the travel and jury duty obligation not exceed one half of your scheduled work day, you are expected to return to work.

A reasonable amount of paid time off will also be provided to employees who are required to give testimony at a court case, volunteer firefighters who are called out by their fire chief, or other civil responsibilities. Blood donors should notify their supervisor in advance of their scheduled appointment.

Military Leave.

Military reservists will receive the difference between their military and OBPA pay for a maximum of four (4) weeks (160 hours) for annual training. In the event you are called to active duty or volunteer for active duty, you will be compensated for the difference between your military pay and OBPA pay for up to six (6) months. Upon expiration of required

military service, you may return to your former or comparable position with no loss of service credits provided you ask to return to work within 90 days of your honorable discharge and are still qualified to perform the duties of your former position. As a reservist, you will not be requested to use your vacation time for training. If you enlist in the military service while employed with us, you will be provided with a paid leave for your pre-induction physical.

General.

The OBPA will make a concerted effort to return employees who were on leaves of absence to the same or comparable position for the later of period of twelve weeks or the duration of their supplemental, short-term disability benefit.

Any employee who is off the active payroll for more than six months will be terminated, unless the action is attributable to required military action.