

**CORE
TRANSIT**



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Take the easy route

TIME OFF PROGRAMS

ADOPTED: AUGUST 2024

Eagle Valley Transportation Authority is doing business as Core Transit

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Paid Holidays

All paid Core Transit holidays are determined annually by the Board of Directors and will be included in the Core Transit benefits package, which is updated and provided to employees on internal communication channels and posted in breakrooms.

Holiday Work Compensation

Non-Exempt employees working on a holiday will receive double time pay.

Non-Working Compensation

Full-Time Administrative staff will have Core Transit holidays off. If employees are sick or on vacation, they will receive holiday pay instead of using their sick or vacation time. In the event a scheduled holiday falls on a weekend, the holiday may be observed on the nearest working day if approved by the board.

Full-time employees who are not scheduled to work on a holiday will receive an additional 8 hours of pay.

Employees may choose to work on a designated holiday and take an alternative day off within the same calendar month, subject to managerial approval and operational requirements.

Overtime

Holiday pay does not count towards the calculation of overtime.

Floating Holidays

Core Transit offers floating holidays as approved annually by the Board of Directors to all full-time employees as part of its commitment to inclusivity and respect for diversity within our workforce. The number of floating holidays will be posted annually with the holiday schedules and may fluctuate year to year. A floating holiday is a paid day off that can be used for occasions not included in the standard company holiday schedule, allowing employees to observe days of importance to their culture, religion, or personal preference. These can be used at the employee's discretion with prior approval from their supervisor within the calendar year.

Floating holidays do not accrue and do not roll over to the following calendar year. Upon separation of employment from the organization for any reason,

employees will not be paid for any unused floating holiday time as of their last day of employment.

Vacation Time

Eligibility

All regular full-time employees are eligible to begin accruing vacation time based on hours worked beginning their date of hire (or the date on which they become a regular full-time employee). Part-time employees and seasonal employees are not eligible for vacation time.

Accrual Rate

Full-Time employees accrue vacation time at a rate of 6.15 hours per pay period, which is designed to provide approximately 4 weeks of vacation time per year based on a 40 hour workweek. The maximum accrual for vacation time is capped at 240 hours. Once an employee reaches this cap, they will stop accruing additional vacation time until they use accrued vacation, reducing their accrual below the maximum. Vacation time shall not be used in advance of its accrual.

Usage

Employees are encouraged to schedule and use their vacation time responsibly to ensure a healthy work-life balance. Vacation time must be requested and approved by the employee's supervisor in advance, following Core Transit's scheduling policies and procedures by department.

Separation

Upon separation of employment from the organization for any reason, employees will be paid at their regular hourly rate for all accrued but unused Vacation Time as of their last day of employment.

Sick Time

Eligibility

All employees are eligible to begin accruing sick time in accordance with Colorado laws beginning their date of hire.

Accrual Rate

All employees will accrue paid sick time at a rate of 0.04225 hours per hour worked, up to a maximum of 3.38 hours per pay period. Employees may carry over accrued sick time from one year to the next, with a maximum balance cap of 320 hours. Once an employee reaches this cap, they will stop accruing additional sick time until they use accrued sick time, reducing their accrual below the maximum. Full-time employees who work 80 hours each pay period can expect to accrue sick time at a rate of 3.38 hours per pay period.

Usage

Eligible employees may use sick leave for the following reasons:

- When a mental or physical illness, injury or health condition prevents the employee from working.
- When an employee's exposure to contagious disease may jeopardize the health of another employee
- To care for a family member who has a mental or physical illness, injury, or health condition.
- In association with pregnancy, childbirth, or adoption.
- To obtain a medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition of the employee or employee's family member.
- To obtain preventive medical care, a medical diagnosis, care, or treatment for the employee or employee's family member.
- To grieve, attend funeral services or a memorial, or deal with financial and legal matters that arise after the death of a family member.
- If the employee or a family member is the victim of domestic abuse, sexual assault or harassment and needs leave to:
 - Seek related medical attention.
 - Obtain victim services (including legal services).
 - Obtain mental health or other counseling.
 - Seek relocation due to the domestic abuse, sexual assault, or harassment; or
 - Seek legal services, including preparing for or participating in a civil or criminal proceeding relating to or resulting from the domestic abuse, sexual assault, or harassment.
- To care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of

water or other unexpected occurrence or event that results in the closure of the family member's school or place of care.

- To evacuate their place of residence due to inclement weather, loss of power, loss of heating, loss of water or other unexpected occurrence or event that results in the employee's need to evacuate their residence.
- For purposes of this policy (and the public health emergency policy), a family member means:
 - An employee's immediate family member (i.e., a person related by blood, marriage, civil union, or adoption).
 - A child to whom the employee stands in loco parentis.
 - A person who stood in loco parentis to the employee when the employee was a minor.
 - A person for whom the employee is responsible for providing or arranging health-or safety-related care.

After four (4) consecutive workdays of sick leave, reasonable documentation may be required evidencing that the paid sick leave is for an authorized purpose.

Please be informed that sick time shall not be utilized to extend a vacation or to take a day off for reasons not approved above. Misusing sick time in this manner will be considered a disciplinary matter. Core Transit values all aspects of your health and stresses the importance of using sick leave responsibly.

Separation

Upon separation of employment, Core Transit does not pay unused sick leave.

Public Health Emergency Leave

If a public health emergency is declared, Core Transit will supplement each employee's sick time as necessary to ensure that each full-time employee may take at least eighty (80) hours of paid leave and each part-time employee may take the greater of either the amount of time the employee is scheduled to work in a fourteen (14) day period, or the amount of time the employee actually works on average in a fourteen (14) day period. An employee's

unused, accrued sick and vacation time will be counted towards such supplemental public health emergency leave.

Use of Public Health Emergency Leave

Public health emergency leave may be used only for the following purposes:

For the employee to:

- Self-isolate when diagnosed with a communicable illness that is the cause of a public health emergency;
- Self-isolate when experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- Seek medical care, diagnosis, or treatment when experiencing symptoms of a communicable illness that is the cause of the public health emergency; or
- Seek preventative care concerning a communicable illness that is the cause of the public health emergency.

For the employee to care for a family member who:

- Is self-isolating when diagnosed with a communicable illness that is the cause of a public health emergency;
- Is self-isolating when experiencing symptoms of a communicable illness that is the cause of a public health emergency; or
- Needs medical care, diagnosis or treatment when experiencing symptoms of a communicable illness that is the cause of the public health emergency.
- If the employee or the employee's family member's presence on the job or in the community would jeopardize the health of others because of exposure to the communicable illness or because of symptoms of the communicable illness, regardless of whether the employee or the employee's family member has been diagnosed with such illness;
- To care for a child or other family member when the childcare provider is unavailable or if the school or place of care is closed due to the public health emergency (even if remote instruction is being provided); or

- If the employee is unable to work because of a health condition that may increase susceptibility to the communicable illness that is the cause of the public health emergency.

Employees may use public health emergency leave until four (4) weeks after the official termination or suspension of the emergency. Employees are eligible to receive supplemental public health emergency leave once during the entirety of a public health emergency, even if the emergency is extended, restated, or prolonged.

Approval and Scheduling of Public Health Emergency Leave

When the need to use public health emergency leave is foreseeable, employees are to notify their supervisor as soon as practicable of the need to use it.

No Payment of Public Health Emergency Leave upon Separation of Employment

Upon separation of employment from Core Transit for any reason, an employee's unused, supplemental public health emergency leave time will not be paid to the employee.

Short-Term and Long-Term Disability

Short-term and long-term disability insurance provides income replacement for employees who are temporarily unable to work due to a medical condition. Employees must meet specific eligibility criteria to qualify for STD and LTD benefits. To understand the complete process for requesting disability benefits, including detailed eligibility requirements and coverage employees should refer to the Benefits Guide.

Leaves of Absence

The organization complies with federal and state-specific leave laws. In addition, an employee may request the following types of Leave of Absence (LOA):

- Family and Medical Leave Act/Colorado Family Care Act
- Bereavement Leave

- Jury Duty Leave
- Voting Leave
- Military Leave
- Administrative Leave
- Inclusive Parental Leave
- Domestic Violence Leave
- Unpaid Leave

Employees must request and be approved for a Leave of Absence from the organization to take time off and not be subject to termination for job abandonment.

Benefits while on Leave

Employees are responsible for arranging to pay their share of premium payments during leave through the People and Culture Department. For more information about continuing benefits coverage, please contact the People and Culture Department.

Returning from Leave

Unless federal or state law requires otherwise, failure to return from leave for three (3) scheduled consecutive working days at the end of the approved leave period will be treated as job abandonment and will result in termination. If the employee's failure to return is due to a disability under the Americans with Disabilities Act or other law, additional accommodations may be provided.

Family and Medical Leave Act (FMLA) / Colorado Family Care Act

Description

Core Transit grants family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. Although federal and state laws have different names, this policy refers to these types of leaves collectively as "Family Medical Leave," or "FMLA."

FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health

insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to leave for:

- the birth of a child and to care for the newborn child within one year of birth.
- the placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement.
- to care for the employee's spouse, child, or parent who has a serious health condition.
- a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" or
- to care for a covered servicemember with a severe injury or illness if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (referred to as "military caregiver leave").

Core Transit will provide such leave to permit care of the employee's family members when related by blood, adoption, legal custody, marriage, civil union or committed, "live-in" relationship, to include care for a child, regardless of the age or dependency of the child, as well as for a sibling, partner in a civil union or same-sex marriage, grandparent, grandchild or in-law.

Eligibility

To qualify for FMLA leave, an employee must have worked at least 1,250 hours for the organization over the twelve (12) months preceding the date the leave would commence.

Duration

Up to 12 weeks of leave during a 12-month period to eligible employees (or up to 26 weeks for military caregivers).

Pay

Employees must use the balance of their accrued and unused Vacation and Sick Time at the beginning of their leave, and the remainder of leave time will

be unpaid. If an employee is receiving pay from Short Term or Long Term benefits, the rules regarding the supplementation of an employee's time will take precedence.

Certification and Authorization Requirements

Employees must provide written notice to their manager and complete an FMLA form and return it to the People and Culture Department at least thirty (30) days prior to the requested leave, as practicable.

Core Transit currently continues medical and life insurance benefits for an employee on leave for a maximum of three months as long as the employee continues to pay the employee's portion of the premium.

Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to a disability under the Americans with Disabilities Act or other law, additional accommodations may be provided. Employees must supply sufficient medical information to support the requested leave.

Family and Medical Leave Insurance Program

While Core Transit has opted out of FAMLI, the organization does offer other Leave options described here, or employees may individually elect to participate in the FAMLI Program.

Information on the FAMLI Program may be found at <https://famli.colorado.gov/>. The FAMLI Division can be reached at:

Colorado Department of Labor and Employment - FAMLI Division
633 17th Street, Suite 201
Denver, Colorado 80202-3660
(303) 318-8000

Bereavement Leave

In the event of a death in the family, employees may take up to five (5) working days of leave at their regular straight-time or base salary to manage family matters and attend the funeral. "Family" is broadly defined to include:

- Spouse or domestic/civil union partner
- Children, parents, legal guardians

- Siblings, grandparents, grandchildren
- Mother-in-law, father-in-law
- Close friends who are considered family

Additionally, employees may request additional time off, such as sick leave, vacation time, or unpaid leave, to extend their absence from work. Whenever possible, employees should request bereavement leave in advance from their supervisor. This ensures adequate planning and coordination with work responsibilities.

Jury Duty Leave

Non-exempt employees who are summoned for jury duty will be compensated for scheduled hours, with pay, at their regular straight time or base pay for up to the first three days of jury duty. If required to serve more than three days, payment received from a court for service as a juror shall be retained by the employee. If jury duty is extended past day 3, with proof of service from the courts, Core Transit will supplement non-exempt employee's wages received from the courts to make up the difference in their regular straight time or base pay wages, less the payment received from the court. With proof of service from the courts, exempt level employees may be eligible to continue to receive their regular bi-weekly salary while serving jury duty with pre-approval from the People & Culture Department.

The employee should provide the jury duty notice to their supervisor as soon as it is received so that appropriate arrangements can be made to cover his or her duties. Employees are required to call in or report for work immediately on those days or parts of days when their presence in court is not required.

Voting leave

Employees who are registered voters and who lack three (3) non-working hours when polls are open to vote in any local, state, and national election may request and take up to two (2) hours off work with pay at the beginning or end of their shift, or at a time decided by their supervisor, for this purpose. Voting leave must be requested and approved by the employee's supervisor no later than the day prior to Election Day.

Military Leave

Description

All employees who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in a state military service will be granted leave and reinstated in accordance with Federal and State law.

All employees who are members of the National Guard or reserve forces are entitled to paid military leave without loss of benefits or status for up to the equivalent of three (3) weeks of work based on the employee's regular work schedule each calendar year while they are engaged in training or other service under orders. Any employee who is required to continue in military service beyond the time allowed for military leave may use accrued leave or shall be afforded leave without pay for the duration of his or her service and shall be reinstated to full employment rights upon separation from military service as required by law. For details, reference [Your Rights Under USERRA](#).

Administrative Leave

Employees may be placed on administrative leave, with or without pay, when possible disciplinary action is under consideration, when the employee has been charged with serious criminal misconduct, or under such other circumstances as may be deemed necessary by Core Transit. Employees placed on administrative leave will be advised of the reason for the leave and, if possible, the probable duration of the leave.

Inclusive Parental Leave

Employees have a variety of options for parental leave. Timely communication of leave requirements and adherence to company policies on parental leave are essential. We are dedicated to supporting our employees during significant life events.

Employees eligible for FMLA and Short-Term Disability benefits are encouraged to leverage these resources when planning their parental leave. Short-Term Disability typically provides partial wage compensation for 6 – 8 weeks.

FMLA safeguards job security for up to 12 weeks following the birth or adoption of a child, enabling employees to prioritize family obligations without risking their employment. It is advisable for employees to review their employer's specific policies and engage with People and Culture to understand their FMLA rights and benefits related to adoption.

A new parent not covered by Short-Term Disability or FMLA can utilize up to 4 weeks of vacation time, sick leave, or unpaid time to nurture their new child within the first year of birth.

Domestic Violence Leave

Employees may take up to three (3) working days of leave from work in any 12-month period, with pay, if the employee is the victim of domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse.

Employees may take Domestic Violence Leave to seek a civil protection order to prevent domestic abuse; obtain medical care and mental health counseling for themselves or their children; make their home secure from the perpetrator or to seek new housing; or seek legal assistance to address issues arising from domestic abuse, stalking, sexual assault, or any other crime related to domestic abuse and attending or preparing for related court proceedings.

Except in cases of imminent danger, the employee shall provide their supervisor with appropriate advance notice of such leave and such documentation as may be required by the People & Culture Department.

All information related to an employee's Domestic Abuse Leave shall be kept as confidential as possible.

Unpaid Leave

Core Transit may provide additional unpaid leave in extraordinary circumstances, generally defined as unforeseen medical or family emergencies.

Employees must exhaust accrued leave before requesting unpaid leave. If sufficient accrued leave or unpaid FMLA is not available, the department director may grant unpaid leave on such terms and conditions as may be

permitted by Core Transit in its discretion. Unpaid leave must not negatively impact operations or cause undue hardship to the organization.

Core Transit will not tolerate abuse of the unpaid leave policy.