

KGLP Leave Policies

Shamelessly copied from the University of New Mexico, and then altered to fit our purposes.

ANNUAL LEAVE

General

The KGLP Board of Directors recognizes that annual leave provides employees with an opportunity to relax for an extended period of time and to then return to the job with renewed interest and vitality. The Board encourages employees to take annual leave each year, with at least one (1) annual leave period of one (1) week in duration. Eligible employees earn, accrue, use and are paid for annual leave according to the provisions of this policy.

Eligible Employees

Employees who work twenty (20) hours or more per week are eligible to receive paid annual leave.

How Annual Leave is Earned

Eligible employees earn annual leave each pay period only during time actually worked and during any paid leave of absence authorized by the KGLP Board of Directors.

Annual Leave Accrual

Eligible employees accrue annual leave at a monthly rate up to a maximum of fourteen (14) hours per month. If an employee works less than full-time, leave accruals will be prorated based on the employee's work schedule, including any paid leave of absence.

An employee's unused annual leave balance may not exceed 252 hours.

Use of Annual Leave

Annual leave is accrued at the end of the pay period and cannot be taken until the pay period following the date in which it was accrued. Employees must request and receive approval of leave in advance from their immediate supervisor. While annual leave is normally scheduled according to the employee's wishes, the KGLP Board of Directors reserves the right to schedule an employee's annual leave in accordance with the needs of KGLP. It is recognized that in certain emergency situations an employee may not be able to request leave in advance, and the supervisor should give such a request fair and reasonable consideration.

An employee who requests time off to observe a religious holiday that does not fall on the list of holidays mentioned below must be allowed to take annual leave, or leave without pay if the employee does not have enough accrued leave, unless granting the request would cause significant disruption in the business of the radio station or otherwise cause undue hardship for KGLP. The employee must obtain such approval in advance.

Payment for Unused Annual Leave

When employees separate from KGLP, they are paid for unused annual leave at their regular pay rate. The Board of Directors reserves the right to require employees to take some or all of their accrued annual leave before the date of separation. However, the employee (except for employees retiring from KGLP) may not take annual leave in order to extend the termination date beyond the last day actually worked. If the KGLP Board of Directors provides notice and opportunity for the employee to take annual leave prior to the last day actually worked, but the employee refuses, the leave is forfeited.

The maximum payment for voluntary separation other than retirement is 168 hours.

The maximum payment for involuntary separation, retirement, or death is 252 hours. In the case of an employee's death, the employee's estate is paid for accrued leave up to a maximum of 252 hours.

Record Keeping

The station manager will be responsible for maintaining documentation of each employee's hours worked, leave hours taken, and other information.

HOLIDAYS

General

The KGLP Board of Directors observes specific holidays each year and the radio station will be closed during these holidays. Although KGLP does not grant holiday pay for all religious holidays, an employee who requests time off to observe a religious holiday generally must be allowed to do so by taking annual leave or leave without pay.

Holidays Observed

The following holidays are observed by KGLP:

- New Year's Day
- Martin Luther King, Jr. Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Christmas Day

The KGLP Board of Directors has the discretion to grant additional holiday days for the radio station.

The holiday is usually observed on the calendar day designated as the holiday. When a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday will be observed on the following Monday.

Employees Eligible for Holiday Pay

Only employees working twenty (20) or more hours per week are eligible to be paid for holiday time off. Employees must either work or be on paid leave on scheduled work days before and after the holiday in order to be eligible for holiday pay.

Employees whose retirement date is on a holiday do not have to work or be on leave the day after the holiday in order to receive pay for holiday time off.

SICK LEAVE

General

The KGLP Board of Directors recognizes that employees and members of an employee's immediate family may become sick or injured, and that a reasonable period of time off with pay should be granted to employees during such periods. Paid sick leave is a benefit provided by the Board of Directors to enable employees to continue on paid status during an illness or disability or that of an immediate family member. Sick leave can only be used for the specific purposes defined herein and is not to be used the same as earned annual leave. Accrued sick leave should be retained by the employee to ensure continued pay in cases of extended illness or injury.

Eligible Employees

Only employees who work twenty (20) hours or more per week are eligible for paid sick leave.

Authorized Use of Sick Leave

Sick leave is used only for the specific purposes defined below:

- Time off due to **personal illness, injury, or medical treatment** (including pregnancy and childbirth), prescheduled doctor and dentist appointments, and other related medical conditions may be charged to sick leave. Absence from work to care for an ill or injured member of one's immediate family may also be charged to sick leave. Family members may be natural, step, adopted, or foster, and immediate family, for purposes of this policy, is defined as the employee's spouse or domestic partner, children, grandchildren, great-grandchildren, parents, grandparents, great-grandparents, siblings, niece, nephew, aunt, uncle, or is living in the household of an eligible employee. Proof of relationship or residency in household may be required. Persons affected by pregnancy, childbirth, and related medical conditions must be treated the same as persons affected by other medical conditions
- Up to two (2) days of sick leave may be used to **extend bereavement leave** for the death of immediate family members, who are covered by the definition of "immediate family" under the "Leave with Pay" section below.

- Time off **for caring for and bonding with a child** who has joined the household (by birth or adoption) within the past twelve (12) months may be charged to sick leave. Eligible employees may also take annual leave, paid parental leave, or unpaid FMLA to arrange additional relief.
- Time off due to the **quarantine** of an employee's household may be charged to sick leave.
- Partial days not worked due to an illness or injury may be charged to sick leave.

Approvals

Time off requested for non-critical doctor's appointments must be pre-approved by the supervisor and may be denied due to station needs. An employee must report any unplanned absence due to illness or injury to their immediate supervisor by the start of the employee's shift. Supervisors have discretion to take emergency situations into account if the employee is unable to call before the start of their shift. Sick leave may not be taken until the pay period following the date in which it was accrued.

Documentation of Sick Leave

Employees generally will be required to provide documentation for all absences longer than ten (10) working days, although supervisors may request documentation for any requested sick leave.

Sick Leave Accrual

Sick leave is accrued only during time actually worked and during paid sick leave, annual leave, holidays, and paid leaves of absence.

Eligible employees accrue up to a maximum of fourteen (14) sick leave hours each month. If an eligible employee works less than full-time, sick leave accruals will be prorated based on the employee's work schedule, including any paid leave of absence.

The balance of unused sick leave hours may not at any point in time exceed 1040 hours.

Time Charged to Sick Leave

Time off may be charged to an employee's sick leave in accordance with the authorized uses and practices described in this policy, including the provisions below:

- Unless otherwise specified by the employee, absence due to illness will automatically be charged to accrued annual leave after sick leave has been exhausted.
- An illness which occurs during an employee's annual leave may be charged to sick leave. In this case, a physician's statement verifying the period of illness is required.
- When a holiday falls during the time an employee is on sick leave, the holiday will be charged to holiday pay and not to sick leave.

Payment for Accumulated Sick Leave

An employee who has accumulated unused sick leave which has remained unused is entitled to receive cash payment for excess unused sick leave as described herein.

Up to 120 hours may be converted per fiscal year. These excess sick leave hours are converted to cash at a rate equal to fifty percent (50%) of the employee's hourly wage, multiplied by the number of hours converted.

Record Keeping

The station manager will be responsible for maintaining documentation of each employee's hours worked, leave hours taken, and other information.

LEAVE WITH PAY

General

Annual leave, sick leave, and holidays are paid leave. This policy addresses all other types of paid leave for employees. Employees must notify their supervisor as early as possible regarding their request for leave with pay. The employee's supervisor may request supporting documentation for any leave with pay requests.

Eligible Employees

Only employees working twenty (20) or more hours per week are eligible to receive leave with pay.

Authorized Use of Leave with Pay

Leave with pay is authorized only for the specific purposes defined below:

- Eligible employees use leave with pay on those occasions **when the University of New Mexico-Gallup is declared closed.**
- Leave with pay may be used **when an employee is getting married** on the employee's regularly scheduled workday or when an employee's child or parent is getting married on the employee's regularly scheduled workday.
- Eligible employees receive paid leave for an absence due to a **death in the employee's immediate family**, up to three (3) working days. Bereavement leave may be extended to five (5) days by the use of two (2) days of sick or annual leave. Additional annual leave may be used to extend the family bereavement period if approved by supervisors. Family members may be natural, step, adopted, or foster. For the purposes of this policy, immediate family is defined as the employee's spouse or domestic partner, children, sons- and daughters-in-law, parents, parents-in-law, grandchildren, great-grandchildren, grandparents, great-grandparents, siblings, nieces, nephews, aunts, uncles, or is living in the household of an eligible employee.

- Employees who are registered voters are granted leave with pay, at their request, and **time off to vote** in a governmental election, up to a maximum of two (2) hours.
- Employees are granted time off with pay for the time spent on duty when they are **summoned for jury duty**, appearance before the County Commissioner for jury duty qualification, or duty as a witness (other than as a plaintiff or defendant). To qualify, employees must present documentary evidence of the summons to their supervisors. If the employee receives payment from the court, the employee must remit these monies to KGLP.
- The KGLP Board of Directors recognizes that supporting employees as they balance career, childbirth, and family life ultimately benefits the radio station and promotes overall health. KGLP offers eligible employees up to a total of 160 hours of **paid parental leave** within a 12-month period following the birth, adoption of a child(ren) who have recently joined the household, or placement of foster child(ren) who will be under the employee's care for a minimum of six (6) months. This paid parental leave is available to employees who have been employed by KGLP for twelve (12) months prior to the qualifying event. Eligible employees are those working twenty (20) hours or more per week.

LEAVE WITHOUT PAY

General

In certain circumstances, a leave of absence without pay may be granted or imposed upon employees.

Eligible Employees

This policy applies to all employees.

Definition of Immediate Family Member

Immediate family for the purposes of this policy include the employee's spouse or domestic partner, children, grandchildren, parents, grandparents, and siblings.

Length of Leave and Required Approval

The maximum duration of both the initial request and extension are outlined in the table below:

Reason	Maximum Initial Period	Maximum Extension (not to exceed)
Extended personal illness or disability extending beyond sick leave accrual	6 months	6 months
Personal	1 month	3 months
Sickness in employee's immediate family	3 months	3 months
School attendance	12 months	12 months

Suspension for disciplinary reasons	1 month	1 month
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Record Keeping

The station manager will be responsible for maintaining documentation of each employee's leave without pay.