

**ALBANY CONVENTION CENTER AUTHORITY**

**EMPLOYEE TIME AND ATTENDANCE MANUAL**

Amended and Restated May 28, 2024  
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January 1, 2024.

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## INTRODUCTION

This manual is intended to provide employees and supervisors with information on attendance and leave rules, policies and procedures. It contains information on various types of leaves and accruals. It is important to keep in mind that this manual does not provide information on every attendance rule and policy. In any case where the answer is not clear or the matter is not covered in this manual, employees should consult the Executive Director for guidance.

We urge all employees to familiarize themselves with the contents of this manual, so that they are aware of leave benefits available and their responsibilities regarding the earning, use and reporting of leave accruals. To the extent this Time and Attendance Manual does not conflict with prior policies issued by the Albany Convention Center Authority (the “ACCA” or “Authority”), the terms and conditions of those policies will continue to govern.

## EMPLOYER’S DISCLAIMER

This time and attendance manual is not a contract between the ACCA and its employees and shall not be construed to require extension of any employment beyond the time it would otherwise terminate. This manual applies to all ACCA employees and is subject to modification and/or may be supplemented or updated by ACCA without prior notice to employees. This manual sets forth policies which concern your employment. It has been and continues to be the policy at ACCA to treat employees fairly.

Your employment with ACCA is on an at-will basis. This means that your employment is completely voluntary and for an indefinite term and that it may be terminated by you or by ACCA at any time, for any reason or for no reason. Your status as an at-will employee may not be changed or modified by any oral representations to the contrary made by any supervisor, officer of ACCA and/or by any policy manual or other document issued by ACCA.

## PART 1 GENERAL

### 1.1 Application

These rules apply to all employees of ACCA, both full-time and part-time. Part-time employees are those who normally work less than full time but at least 40 hours per bi-weekly payroll period. Exceptions to these rules may be approved at the discretion of the Board.

### 1.2 Basic Work Schedule

The basic work week for employees of the Authority is 40 hours and 5 days (Monday through Friday). Regular business hours are 8:00 a.m. to 5:00 p.m.

Lunch break for all employees will normally be one hour. All lunch breaks will start no earlier than 11:30 a.m. and end no later than 2:30 p.m.

### 1.3 Record of Attendance

An accurate time and attendance record must be maintained by each employee. The detailed record of attendance maintained by employees will be in the nature of a time record of actual hours worked, leave credits used and absences not charged to leave credits. (e.g., jury duty, etc.)

All time off, regardless of the type of leave, must be approved by the Executive Director and in the case of the Executive Director, the Chair.

## PART 2 VACATION LEAVE

### 2.1 Vacation Anniversary Date

The date of hire is the anniversary date for vacation purposes.

### 2.2 Crediting Vacation Time

Vacation days must be taken in full-day or half-day increments. Unless authorized by the Chair, no more than ten (10) vacation days should be taken together.

The Executive Director shall be entitled to four (4) weeks of vacation time annually, which shall accrue in full and be eligible for use on the date of hire and annually thereafter. Any unused vacation time will be forfeited and not be carried over to the following employment year.

All other full-time employees shall be entitled to vacation time based on length of service. Vacation days are accrued on a monthly basis, for each full month worked. Vacation accrual is based upon the following schedule:

- Hire date until the fifth-year anniversary date, a full-time employee earns (.833) vacation days for each full month worked. The maximum vacation accrual during the first five (5) years of employment is ten (10) days per year. New employees will be eligible to take this time after six (6) months of continued service.
- The fifth-year anniversary date until the tenth-year anniversary date, a full-time employee earns (1.25) vacation days for each full month worked for a maximum accrual of fifteen (15) days.
- The tenth-year anniversary date until the fifteenth-year anniversary date, a full-time employee earns (1.66) vacation days for each full month worked for a maximum accrual of twenty (20) days.
- The fifteenth-year anniversary date until the twentieth-year anniversary date, a full-time employee earns (2.08) vacation days for each full month worked for a maximum accrual of twenty-five (25) days.
- The twentieth year anniversary date and beyond, a full-time employee earns (2.5) vacation days for each full month for a maximum accrual of thirty (30) days.

When the unused accumulation of vacation days exceeds the maximum allowable number of days (based on service date) that can be carried over in a year, the employee will forfeit further accrual of vacation hours until such time as vacation is taken and the balance of the unused vacation has dropped below the maximum allowable.

### 2.3 Use of Vacation Credits; Buy-Back; Transfers

There is no provision for payment in lieu of unused vacation credits and unused vacation credits may not be transferred to another employee.

### 2.4 Carryover of Accrued Vacation Credits

Accrual carryover, from one calendar year to the next, is limited to the number of days earned during the prior year. For example, if an employee earns ten (10) days of vacation time during a year, they can only carryover ten (10) days into the New Year, January 1.

### 2.5 Separation from ACCA Service

Unused vacation accruals will be forfeited upon separation of service from the ACCA. The employee's effective date of separation should not be extended for the purpose of liquidating accruals that would otherwise be forfeited.

## PART 3 SICK LEAVE

### 3.1 Definition

Sick leave is absence necessitated by the employee's mental or physical illness, or injury, or diagnosis, care, treatment, or preventive care for employee's mental or physical illness or injury including illness or disability caused by pregnancy or childbirth.

In addition to the reasons set forth above, the following types of absence, may be charged against accumulated sick leave credits.

- (1) Covered family member's mental or physical illness or injury or diagnosis, care, treatment, or preventive care for a covered family member's mental or physical illness or injury, or the death of a covered family member:

The definition of a family member is defined as an employee's child (biological, adopted, or foster child, a legal ward, or a child of an employee standing in loco parentis), spouse, domestic partner, parent (biological, foster, step, adoptive, legal guardian, or person who stood in loco parentis when the employee was a minor child), sibling, grandchild, or grandparent; and the child or parent of an employee's spouse or domestic partner. Sick leave may also be used in the event of the death of a family member. Charges for such absence may not exceed a maximum of 80 hours in any one calendar year. (NOTE: If such absences meet the criteria for leave under the Family and Medical Leave Act (FMLA), the provisions of ACCA's FMLA policy will apply and FMLA provisions will run concurrently with such absences.)

- (2) Absences related to employee's status as a victim of domestic violence, family offense, sexual offense, stalking, or human trafficking;
- (3) Absences related to a covered family member's status as a victim of domestic violence, family offense, sexual offense, stalking, or human trafficking.

Proof of the need for such absences, satisfactory to the Authority, may be required. However, ACCA will never require the disclosure of confidential information as a condition for utilizing sick leave.

### 3.2 Crediting Sick Leave

Full-time employees shall be entitled to sick leave of 40 hours annually credited on January 1 of each year. The Chair may approve reasonable and necessary additional sick leave for the illness of an employee. Unused Sick leave may be carried over to the following calendar year.

### 3.3 Use of Sick Leave

Sick leave credits may be used in 1/4 hour units. Employees will be entitled to use no more than 160 hours in any given calendar year.

### Notification

An employee absent on sick leave must speak directly with the Executive Director, and in the case of the Executive Director, the Chair, to advise of their absence and the reason for it within two hours of the beginning of the work day. An employee should not report an absence by contacting a co-worker or leaving a voice mail message.

Where the need for sick leave is foreseeable, employees should provide notice of the request for leave as soon as practicable.

#### Proof of Illness and Return to Work

An employee who has been absent for an extended period because of personal illness must present satisfactory medical documentation clearing them to return to work, to the Executive Director upon their return to work. The Authority may require that an employee who has been absent because of personal illness be examined by a physician, at the Authority's expense, prior to returning to work. The physician may be one designated by the Authority. If it is determined by such examination that an employee is unfit to perform his/her normal duties or might impair the well-being of other employees or would be a disruptive influence, the Authority may continue the employee on sick leave. In such cases when accumulated sick leave credits are exhausted, vacation credits may be used before placing an employee on leave without pay. Subject to the provisions of the Americans with Disabilities Act of 1990, the Authority may also require such an examination when an employee's performance suggests that he/she is medically unable to perform his/her duties. All medical documentation will be retained in a confidential file, in accordance with applicable laws.

#### 3.4 Separation from ACCA Service

All unused Sick Leave credits are forfeited upon separation of service from the ACCA.

#### 3.5 Sick Leave without Pay

Sick leave without pay may be granted, at the discretion of the Authority, to an employee that has used all of his or her Sick Leave and Vacation credits, except that leave in accordance with the Family and Medical Leave Act is not discretionary. All requests for sick leave without pay must be transmitted to the Executive Director, or in the case of the Executive Director, the Chair, accompanied by appropriate medical documentation, and must include an expected date of return to work. All medical documentation will be retained in a confidential file, in accordance with applicable laws.

### PART 4 PERSONAL LEAVE

Discrete time off for personal leave is not provided. However, vacation credits may be used to provide employees with time off without loss of pay to attend to matters of personal business and religious observance.

### PART 5 HOLIDAY LEAVE

#### 5.1 Observing Holidays

Employees of the Authority will observe the following holidays: New Year's Day, Dr. Martin Luther King Jr.'s Birthday, Lincoln's Birthday, Washington's Birthday, Memorial Day,



Independence Day, Labor Day, Columbus Day, Election Day, Veterans' Day, Thanksgiving and Christmas.

All full-time employees will observe scheduled holidays.

## PART 6 LEAVE FOR PREGNANCY, CHILDBIRTH AND CHILD CARE

### 6.1 Request for Leave

Employees requesting leave for pregnancy and child care should, where practicable, submit their request with medical documentation indicating expected date of delivery at least two weeks prior to the effective date of their leave. In most instances, leave for this purpose will qualify under the Family and Medical Leave Act (FMLA).

### 6.2 Medical Disability and Other Absences Associated with Pregnancy

Absences arising from pregnancy or childbirth are treated the same as other absences in terms of eligibility for or entitlement to sick leave with and/or without pay, and FMLA. Sick leave may be used for absences associated with doctor's appointments and during the period of medical disability associated with pregnancy. Generally, the period of disability is deemed to commence approximately four weeks prior to delivery and continues for six weeks following delivery. While medical documentation may be required for any period of disability, the Authority may request medical documentation, in accordance with the FMLA, if applicable, whenever disability commences prior to or extends beyond the period of normal disability described above. Any such documentation will be retained in a confidential file, in accordance with applicable laws.

### 6.3 Use of Leave Credits

Absences during pregnancy and following childbirth may be charged to vacation irrespective of whether the employee is disabled. While the use of vacation credits accruals prior to the onset of medical disability is discretionary with the Authority, employees must be permitted to use these accruals during a period of medical disability after sick leave with pay has been exhausted.

### 6.4 Leave Without Pay

The Authority may approve an employee's request for leave without pay during pregnancy and prior to the onset of any medical disability as a matter of discretion.

## PART 7 OTHER LEAVES

### 7.1 Family and Medical Leave

ACCA, in accordance with the Family and Medical Leave Act of 1993 ("FMLA"), grants "eligible" employees the right to take unpaid leave for a period of up to 12 or 26 workweeks in a

“rolling” 12-month period that is measured backward from the date you use any FMLA leave. Employees are not permitted to “bank” or carry forward leave under the FMLA.

### Eligibility

To qualify to take FMLA leave, the employee must meet all of the following conditions:

- The employee must have been employed by ACCA for at least 12 months or 52 weeks.
- The employee must have actually worked at least 1,250 hours during the previous 12-month period.

### Types of Leave Covered

Eligible employees may take up to 12 weeks of FMLA leave during a single 12-month period for one or more of the following reasons:

- The birth of a child and to bond with the newborn child (until the child reaches the age of 1 year);
- The adoption of a child and to bond with the newly adopted child (within 12 months of adoption);
- The placement with the employee of a child in foster care and to bond with the newly placed child (within 12 months of placement);
- To care for a spouse, child, or parent who has a “serious health condition” (as defined by the FMLA);
- The “serious health condition” of the employee (as defined by the FMLA) which makes the employee unable to perform the employee’s job;
- Because of a “qualifying exigency” (as defined by the Secretary of Labor) arising out of the fact that the spouse, son, daughter, or parent of the employee, is a member of the regular Armed Forces or Reserve components of the Armed Forces, and is on or called to covered active duty. “Qualifying exigencies” may include, but are not limited to, attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may take up to 26 workweeks of FMLA leave during a single 12-month period to care for:

- a covered service member who: (a) is the employee’s spouse, son, daughter, parent, or next of kin; and (b) is a member of the Armed forces (including a member of the National Guard or reserves) who is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- a covered veteran who: (a) is the employee’s spouse, son, daughter, parent, or next of kin, (b) was released under conditions other than dishonorable; (c) is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness; and (d) was a member of the Armed Forces (including a member of the National Guard or reserves) at any time

during the period of 5 years preceding the first date on which the eligible employee takes FMLA leave to care for the covered veteran.

This leave entitlement shall be applied on a per-covered service member, per-injury basis. (Note: The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”)

The single 12-month period for service member caretaker leave shall begin on the first day the eligible employee takes leave to care for a covered service member and end 12 months after that date. If an eligible employee does not take all of his/her 26 workweeks of leave entitlement to care for the covered service member, during the single 12-month period, the remaining part of his/her 26 workweeks of leave entitlement to care for the covered service member is forfeited.

An employee’s combined leave total for all FMLA leave taken during any single 12-month period shall not exceed 26 weeks.

#### Combined Leave Total for Spouses

Spouses who are both employed by ACCA and eligible for FMLA leave may be limited to a:

- Combined total of 12 weeks of leave during the 12-month period if leave is requested:
  - (1) for the birth of a son or daughter and in order to care for that son or daughter;
  - (2) for the placement of a son or daughter with the employee for adoption or foster care and in order to care for the newly placed son or daughter; or
  - (3) to care for an employee's parent with a serious health condition.
- Combined total of 26 weeks in a single 12-month period if the leave is either for:
  - (1) military caregiver leave; or
  - (2) a combination of military caregiver leave and leave for other FMLA-qualifying reasons.

#### Substitution of Paid Leave

When an employee takes FMLA leave because of the employee’s own serious health condition (including for prenatal care and incapacity relating to the pregnancy, and for her own serious health condition following the birth of a child), ACCA may require accrued paid time off to be used concurrently with the FMLA leave entitlement.

#### Advance Notice

Generally, employees requesting FMLA leave must provide written notice of the need for leave to ACCA’s Executive Director (or the Chair if the Executive Director is requesting leave). ACCA generally has a right to 30 days’ advance notice from the employee where the need for FMLA leave is foreseeable. If 30 days’ notice is not practicable, notice must be given as soon as possible and practical under the facts and circumstances of the particular case and the employee

generally must comply with normal call-in procedures. Notice must be given as soon as possible and practical for foreseeable leave due to a qualifying exigency, regardless of how far in advance such leave is foreseeable.

Employees must provide sufficient information for ACCA to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the employee's family member is unable to perform daily activities; the employee's need for hospitalization or continuing treatment by a health care provider; or circumstances supporting the need for military family leave. Calling in "sick," without providing the reasons for the needed leave, will not be considered sufficient notice for FMLA leave under this policy. Employees must also inform ACCA if the requested leave is for a reason for which FMLA leave was previously taken or certified.

For purposes of confirmation of family relationships, ACCA may require the employee giving notice of the need for leave to provide reasonable documentation or statement of family relationship to the extent permitted by law. The first time qualifying exigency leave is requested by an employee, ACCA may also require the employee to provide a copy of the covered service member's active duty orders or other relevant documentation issued by the military to the extent permitted by law. Documents submitted for confirmation purposes will be returned to the employee.

#### Notice of Eligibility and Rights & Responsibilities

Within five (5) business days after the employee has provided notice of the need for FMLA leave, the Executive Director or the Chair will complete and provide a completed copy of the Department of Labor's Notice of Eligibility and Rights & Responsibilities form to him/her.

#### Designation of FMLA Leave

Within five (5) business days after the employee has submitted the appropriate certification form or enough information to determine whether the leave is FMLA-qualifying, the Executive Director or the Chair will complete and provide the employee with a written response to the employee's request for FMLA leave, using the Department of Labor's Designation Notice form. A list of the essential functions of the employee's position shall be attached to and provided with the Designation Notice (because ACCA will require an employee returning from FMLA leave to provide a fitness-for-duty certificate which addresses his/her ability to perform the essential functions of his/her position).

ACCA may retroactively designate leave as FMLA leave with reasonable notice to the employee, provided that the retroactive designation does not otherwise cause harm/injury to the employee.

## Certification

When an employee seeks leave for treatment of his/her serious health condition or the serious health condition of a covered family member, or seeks leave because of a qualifying exigency covered service member caretaker leave, ACCA may require that such leave be supported by proper certification. Certification must be provided using the appropriate Department of Labor Certification form. Recertification may be required in accordance with the Department of Labor's regulations. An employee must provide a completed certification to the Executive Director or the Chair within fifteen (15) calendar days after it is requested or provide a reasonable explanation for the delay. Failure to comply with certification requirements may result in the denial of FMLA leave.

The Executive Director or the Chair may contact the employee's health care provider for purposes of clarification and authentication of a medical certification after the employee has been given the opportunity to cure any deficiencies. A Health Insurance Portability and Accountability Act ("HIPAA") release is required to permit a covered health care provider to discuss health information about the employee.

## Fitness-for-Duty Certification

ACCA may require that an employee present a certification of fitness to return to work when the absence was caused by his/her own serious health condition. ACCA may require that the certification specifically address the employee's ability to perform the essential functions of his/her job. ACCA has the right to deny restoration to employment if the employee does not furnish the fitness-for-duty certification.

The Executive Director or the Chair may contact an employee's health care provider for clarification and authentication of a fitness-for-duty certification if a HIPAA release has been obtained.

## Leave Taken Intermittently or on a Reduced Leave Schedule

An employee may take FMLA leave intermittently or may work a reduced leave schedule when medically necessary and when such leave is used in connection with the employee's own serious health condition; the serious health condition of the employee's spouse, parent or child; because of a qualifying exigency; or for purposes of covered service member caretaker leave. An employee must make reasonable effort to schedule foreseeable treatments (i.e., planned surgery, chemotherapy treatments, etc.) in a manner which does not unduly disrupt ACCA's operations.

Where an employee requests intermittent leave or leave on a reduced leave schedule which is foreseeable based on planned medical treatment, ACCA may require the employee to transfer temporarily to another position which has equivalent pay and benefits and better accommodates recurring periods of leave.

## Benefits Protection

An employee on FMLA leave is entitled to have health coverage under any “group health plan” maintained under the same terms and conditions as if he/she had continued to work. Unless ACCA notifies an employee of other arrangements, whenever an employee is receiving pay from ACCA during FMLA leave, ACCA will deduct the employee’s portion of the group health plan premium from his/her paycheck in the same manner as if the employee was actively working. If FMLA leave is unpaid, employees must contact the Executive Director or the Chair for payment arrangements.

ACCA reserves the right to drop the coverage of an employee whose premium payment is more than 30 days late. Notice will be mailed to the employee at least 15 days before coverage is to cease advising the employee that coverage will be dropped on a specified date at least 15 days after the date of the letter unless payment is received by that date.

In some cases, ACCA may recover premiums paid for maintaining an employee’s health coverage if the employee fails to return to work from FMLA leave.

## Exhaustion of FMLA Leave Entitlement

When an employee exhausts his or her annual 12 weeks of FMLA leave entitlement, but is unable to return to work at the time of such exhaustion, ACCA will require updated information from the employee and/or his or her medical provider to determine, in accordance with applicable law, what accommodations, if any, may be appropriate at that time.

## Job Protection

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. ACCA may deny restoration to certain highly compensated employees, but only if necessary to avoid substantial and grievous economic injury to ACCA’s operation.

## Unlawful Acts

The FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA; and/or
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or related to FMLA.

## Enforcement

All FMLA leave will be administered by the Executive Director or the Chair. For more information or clarification regarding FMLA leave generally, please see the Department of Labor’s notice provisions posted or contact the Executive Director, or see the nearest office of the U.S. Department of Labor, Wage and Hour Division.

- An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.
- The FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

## 7.2 Workers' Compensation Leave

Employees who sustain job-related injuries are eligible for reimbursement of medical expenses and for wage replacement benefits from the State Insurance Fund ("SIF") under the NYS Workers' Compensation Law.

For additional information on Workers' Compensation Leave, contact the executive director.

## 7.3 Leave for Subpoenaed Court Appearance, Jury Duty, or Crime Victim

Employees called for jury service or required to attend court pursuant to a subpoena or court order will be allowed leave without charge to accruals. When employees do not spend a full day on jury service or in court, they are required to return to work for the remainder of the workday. Proof, in the form of a copy of jury service notification, subpoena or court order, must be presented to the executive director so that the appropriate entry may be made on the Authority's time and attendance system.

Employees, who must attend court in their own behalf (as a defendant or plaintiff) or as a paid witness, are required to charge time off to accrued credits. However, employees who appear as a witness in response to a subpoena or other order of a court or quasi-judicial body for any period of less than a workweek, are entitled to paid leave regardless of whether the employee is a party to the action (i.e., defendant or plaintiff). The term "workweek" is based on the payroll workweek and includes all days in the employee's normal work schedule that fall within that period.

All employees who are victims of a crime or who are subpoenaed as a witness in a criminal proceeding are eligible for unpaid leave to appear as a witness, consult with the district attorney, or exercise any other right they may have under the law. For purposes of this section, "victims" include the aggrieved party, aggrieved party's next of kin if the aggrieved party died because of the crime, the victim's representative (such as a guardian or parent of a minor), a "Good Samaritan" (as defined by NY Executive Law Section 621(7)), and any person applying for or seeking to enforce an order of protection under the criminal procedure law or the family court act.

## 7.4 Military Leave

Employees who are members of the National Guard or any reserve force who are called to active duty are entitled to military leave with full pay. Employees should contact the Executive Director immediately upon notification of the need for such leave.

Military leave with full pay up to 30 calendar days (or 20 work days, whichever is greater) may be granted to such employees in any calendar year or in any continuous period of absence. Additionally, employees who exhaust this entitlement and are ordered to temporary military duty for a period of less than a workweek, are granted leave with pay without charge to leave credits for this period. The term “workweek” is based on the Thursday through Wednesday payroll workweek and includes all days in the employee’s normal work schedule that fall within that period.

The ACCA provides additional unpaid military leave in accordance with all federal and state laws, including the Uniformed Services Employment and Reemployment Rights Act. Please contact the Executive Director if you would like additional information regarding military leave.

#### 7.5 Leave for Cancer Screening

Employees may take up to four hours of paid leave annually to undertake a screening for cancer. Cancer screening includes physical examinations and blood work for the detection of cancer. Travel time is included in this four hour cap. Absence beyond the four hour cap must be charged to leave accruals.

Employees are entitled to leave for cancer screening during their regular work hours. Appropriate medical documentation stating that the absence was for the purpose of cancer screening will be required and must be submitted to the executive director so that the appropriate entry may be made on the Authority’s time and attendance system. Employees who undergo screenings outside their regular work schedule do so on their own time.

Leave for cancer screening is not cumulative and expires at close of business on the last day of each calendar year.

#### 7.6 Leave to Express Breast Milk

Employees (nursing mothers) may take reasonable time to express breast milk for their nursing child for up to three years following child birth. Employees must consult with the Executive Director in advance, preferably prior to a return to work from child care leave, to utilize this benefit, coordinate a schedule, and provide notification to the employee’s supervisor.

Employees who choose to express breast milk in the work place will not be discriminated against in any way.

#### 7.7 Voting Leave

Employees can request up to two hours of paid time off from work in which to vote.

This leave is only available to employees who do not have four consecutive hours off work between the opening of the polls and the closing of the polls. Employees who have four



consecutive hours off work while the polls are open are deemed by the statute to have sufficient time to vote without needing paid time off.

For qualifying employees, up to two hours of paid time off will be given either at the beginning or at the end of an employee's shift. (Or another time, if mutually agreed upon by ACCA and the employee.)

Employees are required to make their requests for voting time off at least two working days (but not more than 10 days) before the day of the election.

#### 7.8 Volunteer Emergency Responder Leave

Employees that have provided ACCA with written notice from the head of the employee's volunteer fire department or volunteer ambulance service notifying ACCA of the employee's status as a volunteer firefighter or member of a volunteer ambulance service are eligible to take leave for the purpose of performing their duties as a volunteer firefighter or an enrolled member of a volunteer ambulance service in relation to a declared state of emergency.

ACCA reserves the right to request a notarized statement from the head of the employee's volunteer fire department or volunteer ambulance service certifying the period of time that the employee responded to an emergency. Employees may elect to apply accrued but unused vacation time to leave taken under this provision or, in the alternative, such leave will be unpaid.