

4.3 Paid Time Off

4.3a Vacation

Regular full-time employees accrue paid vacation during their active service based on the length of service with the Zoo according to the following schedule:

<u>Length of Employment</u>	<u>Rate of Accrual</u>	<u>Annual Maximum Accrual</u>
Hire date through year 5	1 day (8 hours) per 208 hours of straight time worked	10 days per year
5th year through year 10	1.25 days per month	15 days per year
10th year +	1.67 days per month	20 days per year

Regular part-time employees earn pro-rata vacation benefits based on the percentage of time they work in a regular week as compared to a regular full-time work schedule.

Seasonal employees do not accrue, and are not entitled to, vacation benefits.

Vacation can be accrued up to a maximum of thirty (30) days. Once this cap is reached, vacation stops accruing until the employee has taken vacation time off and his or her accumulation is brought below the cap.

You may not take vacation time off before it is accrued. If you want to take time off for which you do not yet have accrued vacation, you might qualify for personal leave (see Policy 4.4e(6)).

Unused vacation cannot be converted to cash unless and until your employment terminates.

If you use your accrued vacation for a purpose that would qualify you for a medical leave, family leave, or pregnancy leave (see Policy 4.4e), you must advise the Zoo of that fact in order for the necessary tracking to occur.

No vacation accrues during an unpaid leave of absence or while on disability salary continuation. Vacation accruals recommence when the employee returns to work.

4.3b Zoo Holidays

The Zoo recognizes and celebrates the following holidays:

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| (1) New Year's Day | (6) Labor Day |
| (2) Martin Luther King Day | (7) Thanksgiving Day |
| (3) President's Day | (8) Friday after Thanksgiving |
| (4) Memorial Day | (9) Christmas Day |
| (5) Independence Day | (10) Employee's Birthday |

The occurrence of a recognized holiday does not entitle a Zoo employee to take the time off. Any employee may be scheduled to work on a holiday. Regular exempt employees will be paid their regular salary for any of these holidays that occur while they are in paid status. If a holiday falls during an employee's vacation, the day will be considered a holiday and not a vacation.

Non-exempt/hourly employees who are required to work on either Christmas Day or Thanksgiving Day are paid at the rate of 1 1/2 times their regular rate of pay for the time actually worked. In addition, employees who work on Christmas Day or Thanksgiving Day are entitled to one day off with pay at the employee's regular rate of pay. This day off with pay must be taken within the same pay period as the holiday itself or it will be lost.

Non-exempt/hourly employees who are required to work on any of the holidays listed above, except Christmas Day or Thanksgiving Day are paid at their regular rate of pay for the time actually worked. In addition, employees who work on any of these holidays are entitled to one day off with pay at the employees regular rate of pay. This day off with pay must be taken within the same pay period as the holiday itself or it will be lost.

If non-exempt/hourly employees work more than eight (8) hours on a particular holiday or more than 40 hours in the workweek in which the holiday falls, they will be compensated at overtime rates for hours worked in excess of eight (8) in the workday or 40 in the workweek. (See Policy 4.1b)

If a non-exempt/hourly employee calls in sick on a scheduled day before or immediately after a holiday, they may be asked to provide a doctor's note in order to receive holiday pay.

4.3c Sick Leave

Regular, full-time employees will accumulate sick leave at the rate of ten (10) days per year, calculated on the basis of a 12-month benefit year beginning three months after their hire date. Part-time employees will accumulate sick leave on a pro-rata basis beginning six months after their hire date. If you have no accumulated sick leave and need time off for one of the reasons described in Policy 4.3c(1), your absence will be unpaid.

Sick leave will continue to accumulate while an employee is on sick leave, provided that the sick leave does not exceed ten (10) working days during the month. Neither sick or vacation leave shall accrue during any month in which paid leave extends beyond ten (10) days. You may carry over a maximum of 20 unused sick leave days from one year to the next, for a maximum total accumulation of 30 days. Unused sick leave cannot be converted to vacation time or cash even upon termination.

4.3c(1) Permitted Use of Sick Leave

Employees may use accrued and available sick leave benefits for an absence due to their own illness, injury or health care provider appointment. After it is accumulated and available, a regular, full-time employee may use up to five days of sick leave per year for the illness, injury or health care appointment of a child, spouse, domestic partner or parent of the employee. After it is accumulated and available, part-time, employees may use up to one-half of their annual accumulated and available sick leave for the illness, injury, or health care appointment of a child, spouse, domestic partner or parent of the employee.

"Child" includes a biological, foster or adopted child; a stepchild; a legal ward; or a child of a person acting as a parent. "Parent" includes a biological, foster or adoptive parent; a stepparent; or a legal guardian. Sick leave to care for ill family members is subject to all policies that apply to employee sick leave, including medical documentation. If an employee uses or wishes to use his or her sick time for the illness, injury, or health care appointment of a child, spouse, domestic partner or parent of the employee, the employee must complete a written request specifying the number of days of leave and the family member being cared for.

You are expected to act responsibly when using sick leave. This not only means that you should never use sick leave for an unauthorized reason, but it also means that you should use sick leave when an illness is likely to be contagious to coworkers, or when continuing to work ultimately will result in a worsened condition and a longer absence. Doctor's statements are required for sick leave which exceeds three (3) consecutive days, or qualifies as a "serious health condition" or a "disability due to pregnancy or childbirth" as defined in the sections relating to medical, pregnancy disability, or family care leave discussed below.

4.3c(2) Required Use Of Sick Leave

Accrued sick leave must be used during a medical leave or a pregnancy disability leave, and may be used for family care leaves of absence, at the employee's discretion. If you use accrued sick leave for a reason which would qualify you for medical or pregnancy disability leave, you must notify the Assistant Director of that fact.

4.3d Bereavement Leave

If you are a regular employee, in the event of the death of your spouse, domestic partner, child, parent, brother, sister, grandparent, grandchild, or a corresponding in-law, you may take up to three (3) consecutive workdays off with pay. For the death of

someone else who was close to you but not on this list, you are eligible to take one (1) day off with pay. In other situations where you need time away for bereavement, your supervisor has discretion to approve unpaid time off or your use of accrued vacation time, but you should understand that your supervisor has no obligation to do so.

4.3e Jury Duty

If you are called for jury duty, you must notify your supervisor as soon as you receive the notice. If you are a regular non-exempt employee, you will be paid your regular pay up to a maximum of ten (10) days each calendar year for jury service. If your jury service is for a longer time, additional pay may be approved by the Assistant Director, but you must initiate the request as soon as you recognize the need.

If you are a regular exempt employee, you will continue to receive your regular salary throughout the duration of your jury service.

If more than an hour of the workday remains after any day of jury service, you are expected to come to work.

You may be required to provide written verification of your jury service from the court clerk.

4.3f Time Off To Vote

If you cannot do so outside of regular working hours or by absentee ballot, you may take up to two hours off with pay in order to vote in a primary or general election. The time off must be at the beginning or the end of the workday. Whenever possible, you must give your immediate supervisor at least two days' notice that you will require time off to vote.

4.4 Unpaid Time Off

4.4a Military Duty

If you are in the United States military or national guard, you must notify the Assistant Director, who will advise you of your rights and obligations.

4.4b Volunteer Firefighter Duty

Volunteer firefighters are allowed to take unpaid time off to perform emergency duty. If you are a volunteer firefighter, you must advise your immediate supervisor. In the event of an emergency to which you must respond, you must alert your immediate supervisor before you leave, whenever possible.

4.4c Witness Duty

If you are required to appear in court as a witness, you must notify your immediate supervisor as soon as you know of the situation. Your time away will be unpaid.

4.4d School Activities

If you have a child or grandchild in day care or school through twelfth grade, you may take time off up to 40 hours each school year, not exceeding 8 hours in any calendar month, to participate in the activities of that child (or children's) school(s). In addition, you can take the necessary time off if you are summoned to the school because your child was suspended for misconduct. In either case, you must give your immediate supervisor as much advance notice as possible. If it is available, you must use your accrued vacation for these school visits. Otherwise, unless you are an exempt, regular employee, the time is unpaid. The Zoo may request documentation of your actual participation in the school activity or visit to the school.

If both parents work at the Zoo, the first employee to submit the request has the right to the time off. Whether the other parent is granted the same time is up to the discretion of that employee's immediate supervisor.

4.4e Leaves Of Absence

4.4e(1) General Provisions (Applicable To All Leaves)

Unpaid leaves of absence may be granted to employees in a variety of situations, some required by law and others not. Specific types of leaves that are available at the Zoo are listed here. If you believe you are entitled to a leave on terms other than as reflected here, you should discuss the situation with the Assistant Director.

Specific entitlement to a leave must be determined at the time leave is requested. Details of the procedure for requesting a leave, and an employee's rights and responsibilities while on leave, are too unwieldy for this Handbook and may be obtained from the Assistant Director. The information in this policy is provided as general guidance for planning purposes only.

As soon as you are aware that you will need a leave of absence, you must notify the Zoo of that fact. Ordinarily, at least 30 days' notice is required. In an emergency or when you do not know of the need for the leave a month in advance, shorter notice may be accepted. The request for a leave must be in writing and must state the purpose of the leave. The request should be submitted to your immediate supervisor with a copy to the Assistant Director. The Zoo may require medical verification of the need for the leave. If you are concerned about confidentiality, you may discuss the situation with the Assistant Director.

The maximum length of a leave depends on the status of the employee and the reason for the leave. In most cases, the maximum is a total of 12 workweeks of leave

(or a combination of leaves) within a 12-month period. The exceptions are: (1) an employee who has a baby is entitled to a leave for the period she is physically unable to work, up to a maximum of 4 months per pregnancy, plus up to 12 weeks of leave to care for the newborn baby; (2) an employee who is "disabled" according to the legal definition and needs a leave longer than 12 weeks may be granted a longer leave if doing so would allow the employee to recover and return to work and the Zoo determines that a longer leave is otherwise reasonable under the circumstances; (3) an employee who has a work-related injury or illness and is receiving workers' compensation benefits may be entitled to a leave for longer than 12 weeks if the Zoo can arrange to fill the position temporarily or can accommodate the employee's absence in some other way.

If your leave is approved, you will be notified by the Assistant Director in writing. You will then be authorized to take the leave only for the purpose and length of time specified. If your circumstances change, you will need to request another leave or an extension of your leave in the same manner as the initial leave was requested.

The Zoo continues to pay the health insurance premium for employees on leave to the same extent as when actively employed, up to a maximum of 12 workweeks within a 12-month period, after which the employee may choose to continue health insurance at his or her own expense. Employees on leave remain responsible for any premium co-payment.

Employees who are on leave or returning from leave have no greater right to employment than if they were working. Generally, an employee returning from leave will assume the same or a comparable position as held before the leave unless the absence has exceeded the maximum period allowed under the policies, the position has been eliminated or restructured, or the employee would have been terminated for reasons unrelated to the leave.

An employee returning from leave is credited with the same employment status that existed before the leave began. However, there will have been no accrual of vacation or other benefits during the unpaid portion of any leave.

If the leave expires and the employee has failed to return or to communicate with his or her immediate supervisor or the Assistant Director, the Zoo will assume the employee does not intend to return and employment will be terminated.

4.4e(2) Leave For Pregnancy Disability

Any employee who is medically unable to work due to a pregnancy-related condition, including disability for childbirth and absence for severe morning sickness or necessary pre-natal care, is eligible for a pregnancy disability leave for the duration of the disability, up to a maximum combined total of four (4) months per pregnancy. The Zoo requires medical verification of the employee's inability to work or to perform one or more of the essential functions of her job without endangering herself, her unborn child,

or someone else. The Zoo will require medical clearance before the employee will be permitted to return to work.

An employee on pregnancy disability leave is required to use her accrued sick leave during the leave and may, at the employee's option, use accrued vacation during the leave, but receipt of vacation or sick leave pay does not extend the length of the pregnancy disability leave. If the employee receives State Disability Insurance (SDI) benefits, the Zoo will integrate sick leave and vacation pay with the SDI benefits so that the employee receives full pay but no more. Additionally, as set forth in policy 4.4e(7), an employee may be entitled to Paid Family Leave (PFL) during some of all of the employee's pregnancy disability leave. Otherwise, the leave is unpaid.

If, because of pregnancy, childbirth or related medical condition, an employee needs a reasonable accommodation to perform the essential functions of her job, including but not limited to a transfer to a less strenuous or less hazardous position for the duration of the pregnancy, and the employee's health care provider determines that the reasonable accommodation is medically advisable, the employee must advise the Assistant Director of the particular accommodation needed. The Zoo requires that the employee promptly provide medical verification of the date on which the accommodation became medically advisable, how long the accommodation will likely be needed, and the medical advisability of the accommodation because of the employee's pregnancy, childbirth or related medical condition.

4.4e(3) Leave For Employee's Disability Or Health Condition ("Medical Leave")

An employee who has a serious health condition or disability, other than in connection with pregnancy, is eligible to take a "medical leave." This includes employees who are disabled by a work-related injury or illness and are receiving workers' compensation benefits. A "serious health condition" means one of the following:

- ; A condition that requires treatment or supervision by a health care provider and involves incapacity of more than 3 consecutive days
- ; A condition that requires continuing treatment by a health care provider
- ; A condition that requires hospitalization

The maximum period for which medical leave ordinarily will be granted is 12 workweeks within a 12 month period. If the employee has taken another leave during that same period, the maximum duration may be shorter. If an employee is disabled and needs a leave for a longer time, and if it is reasonable under the circumstances for the Zoo to grant a longer leave, the employee's request will be given due consideration. If the employee is receiving workers' compensation benefits, the employee can remain on medical leave for the period of the temporary disability as long as the Zoo can

arrange to fill the position temporarily or can accommodate the employee's absence in some other way.

The Zoo may require medical verification of the employee's inability to work. The Zoo will require medical clearance before the employee will be permitted to return to work.

An employee on medical leave is required to exhaust all of his or her accrued sick leave and accrued vacation during the leave. If the employee receives State Disability Insurance (SDI) benefits or workers' compensation payments, the Zoo will integrate sick leave and vacation pay with these payments so that the employee receives full pay but no more. Otherwise, the leave is unpaid.

4.4e(4) Family Care Leave

To be eligible for a family care leave, an employee must have completed one year of continuous employment at the Zoo and must have worked at least 1,250 hours during the previous 12 months.

An eligible employee may request family care leave for the following reasons:

- ; Birth of a child, adoption of a child, or placement of child for foster care during the first year following the birth, adoption or placement
- ; Necessary care of a dependent child, spouse or parent who has a serious health condition as defined in Policy 4.4e(3).

The maximum duration for which family care leave ordinarily will be granted is 12 workweeks within a 12-month period. If the employee has taken another leave during that same period, the maximum duration may be shorter.

The Zoo may require medical verification of the need for the employee to care for the seriously ill family member.

An employee on family care leave is required to exhaust all of his or her accrued vacation and, where appropriate, sick leave during the leave. Otherwise, the leave is unpaid. However, under certain circumstances, employees out on Family Care Leave may be entitled to receive Paid Family Leave (PFL) benefits during some or all of the employee's Family Care Leave (See Policy 4.4e(7)).

4.4e(5) Leave For Care of a Newborn Child

In addition to the family leave described above, leave for the care of a newborn child may be granted without pay to either the father or the mother for a period of up to one year from the date of birth. This one year period is the maximum leave allowable, and the twelve weeks of family leave described in Policy 4.4e(4) are incorporated into this one year period.

Except to the extent that leave is required by Policies 4.4e(4) and/or 4.4e(2), approval of leave for care of a newborn child is entirely at the Zoo's discretion and will be based on the Zoo's business needs and the employee's work performance, time with the Zoo, and level of responsibility.

4.4e(6) Personal Leave

An unpaid leave of absence may be granted for personal reasons other than those qualifying for a disability, medical, or family care leave. Some examples of qualifying personal reasons may be to care for an in-law or a domestic partner with a serious health condition, for educational purposes, or for elective surgery.

Approval of personal leaves is entirely at the Zoo's discretion and will be based on the reason for the leave, the Zoo's business needs, and the employee's work performance, time with the Zoo, and level of responsibility. Personal leaves may not exceed four months.

All accrued vacation time must be used before a personal leave will be granted. Personal leaves are unpaid.

4.4e(7) Paid Family Leave (PFL)

When you stop working or reduce your work hours to care for a family member who is seriously ill or to bond with a new child, you may be eligible to received Paid Family Leave (PFL) benefits for up to six (6) weeks in any twelve (12) month period.

It is important to understand, however, that this provision does not entitle a Zoo employee to any protected leave of absence from the Zoo. It does not provide employment protection to the eligible employees, nor does it provide employees with the right to return to work at the Zoo after the completion of the six week period.

However, if you are off work on a protected Family Care Leave or Pregnancy Disability Leave or other Zoo approved leave of absence, and if you satisfy the eligibility requirements for PFL, you may be entitled to compensation through this program which would provide you pay during an otherwise unpaid leave of absence.

To qualify for Paid Family Leave compensation, you must meet the following requirements:

- ; Be covered by State Disability Insurance (SDI) (or a voluntary plan in lieu of SDI) and have earned at least \$300 from which deductions were withheld;
- ; Complete your claim form accurately, completely, truthfully and timely submit it to the California Employment Development Department;

- ; Supply medical information that supports your claim that the care recipient is in need of your care;
- ; Provide documentation to support a claim for bonding with a new child;
- ; Use two weeks of any earned but unused vacation pay;
- ; Serve a 7-day unpaid waiting period before benefits begin (although vacation pay can be used to offset this waiting period)

Compensation under this program is funded entirely by employee contributions, and the amount of compensation is based upon the eligible employee's past quarterly ~~earnings~~ subject to a maximum weekly amount.

4.5 Insurance Coverage

4.5a Insurance Coverage In General

Regular full-time employees are eligible for the Zoo's medical and life insurance programs after three months of service.

Regular part-time employees that average at least 30 hours a week for the first three months of their employment also become eligible to participate in the Zoo's medical and life insurance programs after three months of service. Regular part-time employees that average less than 30 hours a week for the first three months of employment are not eligible for benefits at that time. Following that initial three month period, the average hours per week over the previous quarter will determine the employee's eligibility for benefits.

Seasonal employees are not entitled to insurance coverage.

The specific provisions of the various Zoo-sponsored insurance plans are too detailed to cover in this Handbook. Plan descriptions, claims forms, and other information are available from the Assistant Director.

4.5b Workers' Compensation Insurance

The Zoo furnishes workers' compensation insurance coverage at its expense. Workers' compensation insurance is intended to provide medical care and pay for lost time resulting from injuries on the job and those illnesses caused by your work. Wage benefits such as hospitalization become effective following a waiting period. If you are injured on the job, you must report the injury to your supervisor immediately in order for the proper reports to be filled out.

4.6 Participation In The Zoo's Retirement Program

Regular full-time employees are eligible to participate in the Zoo's retirement program after three months of service.

Regular part-time employees that average at least 30 hours a week for the first three months of their employment also become eligible to participate in the retirement program after three months of service. Regular part-time employees that average less than 30 hours a week for the first three months of employment are not eligible to participate in the retirement program at that time. Following that initial three month period, the average hours per week over the previous quarter will determine the employee's eligibility for benefits.

Seasonal employees are not entitled to participate in the Zoo's retirement program.

For information concerning the Zoo's retirement program, contact the Assistant Director.

4.7 Performance Evaluations

Some aspects of performance can be measured objectively, like whether a technical director follows prescribed procedure for submitting plans for approval, whether a food preparer follows a recipe, whether safety procedures are followed and working hours respected. Other aspects of performance are subjective, and must by definition be measured subjectively at the discretion of management. Examples include being courteous to other employees and to Zoo patrons, being responsible about communicating disagreements or problems, taking responsibility for resolving problems within your control, and demonstrating a positive, supportive attitude about the Zoo and its projects and programs.

The Zoo will evaluate your performance at least annually, and will strive to be candid with you about how your performance is perceived. This annual evaluation should be used as an opportunity for both you and your supervisor to take a hard look at your employment at the Zoo: how you are doing, where you are headed, and what it will take for you to get there.

In addition to the annual evaluation, your supervisor may conduct special interim performance evaluations at any time, to advise you of performance issues or conduct concerns.

If you are uncertain about how well you are performing or whether your performance is acceptable, you are encouraged to initiate a discussion with your supervisor about it.