



Operating Procedure Human Resources

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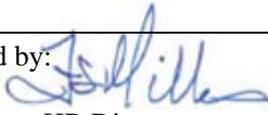
Approved by:  Fred Millen, HR Director
Applicable to: APSC Employees

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1.0 Purpose

To establish guidelines, definitions, and accountabilities for authorized employee absences and leaves, including recommended actions to be taken when correcting excessive absenteeism.

2.0 Affects

All Alyeska Pipeline Service Company (Alyeska) employees.

3.0 References

- [HR-2.05](#), *Vacations for Employees*
- [HR-2.07](#), *Employee Separations*
- [HR-2.08](#), *Sick Pay for Employees*
- [HR-2.10](#), *Time Reporting*
- [HR-2.11](#), *Bereavement and Emergency Leave*
- [HR-3.02](#), *Problem Resolution Procedure*



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- [HR-3.03, Disciplinary Actions](#)
- [HR-3.09, Americans with Disabilities Act](#)
- [HR-7.02, Educational Assistance Program](#)
- [Alyeska General Information Summary Plan Description](#)
- [U.S. Department of Labor: Family and Medical Leave Act of 1993, as amended](#)
- [7069, Family/Medical Leave Request](#)

4.0 Accountable Resources

- **Sr. HR Representative:** authorizes exceptions to this procedure.
- **HR Generalists:** administer and interpret this procedure.
- **Medical Director:** Alyeska's Medical Director or delegated OHU representative verifies documentation relating to Medical Leaves of absence.
- **Managers and Supervisors:** accountable for reviewing employee leave requests based on business needs and HR procedures, informing the employee if the absence is approved, assuring employee compliance with requirements pertaining to Medical Leaves of absence, and confirming the employee has entered the approved leave into eTIME. Managers and Supervisors are also accountable for reviewing, documenting, and evaluating employee attendance, ensuring their direct reports clearly understand and appropriately apply this procedure. Notify OHU of any employee absence of five or more consecutive working days or when absences seem excessive for medical reasons. Immediately notify their manager and OHU when an employee is medically evacuated from the job site, regardless of the mode of transportation.
- **Alyeska Employees:** accountable for informing their supervisor and HR Generalist of future leaves/absences and complying with the processes outlined in this procedure, and entering approved leave into eTIME.

5.0 Procedure

A. GENERAL

1. Leaves

Alyeska requires that employees enter all approved leaves in eTIME no later than two business days after the affected pay period ends or amended timesheets must be submitted. In the case of pre-planned/pre-approved Medical Leave, the employee is expected to submit exception hours in advance with the appropriate time reporting codes in order to deduct those hours from the employee's leave entitlements.

In the case of unscheduled sick/Medical Leave or other types of leave (e.g. bereavement or emergency), the exception hours must be submitted within two business days in eTIME after the affected pay period ends if the employee is back at work; if not back at work, the employee will need to contact their supervisor and request the exception hours



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be submitted using appropriate leave entitlements. eTIME is also accessible to all employees with use of the Internet. Refer to [HR-2.10 Time Reporting](#), for the correct time reporting codes to use when recording hours for authorized absences.

It is the employee's accountability to ensure accurate timesheets are submitted for all leaves or to coordinate with their supervisor if they are physically unable to submit their timesheets.

An employee who inputs paid leave time without supervisory approval, or other required approvals (see section on Medical Leave in this procedure) may have their time sheets corrected to reflect unpaid leave for the period, be required to repay the company, and may face disciplinary action up to and including immediate termination.

2. Absences

Employees are hired conditionally on their ability to fulfill the requirements of the position to which they are assigned. A fundamental requirement of any position is that the employee is able to perform the essential job duties. This requirement, in many instances, further requires that the employee be physically able to report to work.

Alyeska recognizes that, on occasion, personal and family obligations and illness may result in an employee's absence. Absenteeism, however, is considered abnormal and can be approved only within certain specified limitations. Therefore, when an employee has frequent or repeated absences, the absenteeism will be addressed in alignment with [HR-3.03 Disciplinary Actions](#) procedure.

B. COMPULSORY COURT DUTY LEAVE OF ABSENCE

Alyeska recognizes the duty employees have to the judicial process and expects employees will meet their obligations while minimizing the business impact such leave may have on Alyeska.

1. Notification

Employees shall inform their supervisor as soon as they receive notification to report for compulsory court duty. Employees shall report as indicated on the court subpoena or summons and shall inform their supervisor on a daily basis, as needed, concerning court attendance requirements.

2. Schedule

An employee's regular work schedule will not normally be altered to accommodate court attendance. When released by the court, employees must return to work unless otherwise instructed by their supervisor.

To minimize conflict with field work schedules, field employees must contact the Jury Clerk designated on the Jury Summons and explain their work schedule and then request the reporting date be changed to the employee's first non-work day (excluding Saturday, Sunday, and holidays).



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3. Compensation

An employee out on compulsory jury duty or compulsory attendance at a court hearing or trial will receive paid Jury Duty leave (at the employee’s normal rate), provided the employee is not the plaintiff, defendant, or otherwise a party to the case. If this leave occurs during a non-exempt employee’s work hours, it will be included in the computation of overtime. If the employee is the plaintiff, defendant, or otherwise a party to the case, s/he may use vacation, personal leave, or leave without pay to attend any hearings, trials, or depositions.

Employees are accountable for obtaining and maintaining documentation from the Court Clerk regarding compulsory court duty attendance; this documentation must be submitted to the employee’s supervisor for court duty verification if requested.

Any compensation for compulsory court duty may be retained by the employee and not deducted from wages paid to the employee by Alyeska.

C. CIVIC DUTY LEAVE OF ABSENCE

Alyeska’s commitment to corporate citizenship encourages employee involvement in civic affairs. Civic duty leave may be granted to an employee who is elected or appointed by a federal, state, or local government to serve on a council, commission, or board that serves for the benefit of the community, or who serves as a recognized non-military emergency responder for their Alaska community (e.g. Red Cross, EMS/Fire Fighter, and Civil Air Patrol). Volunteering for an organization does not qualify for civic duty leave (e.g. coaching or refereeing for a community sporting event is not covered under civic duty leave). Preapproved United Way participation is not civic duty leave; it is to be paid as regular pay.

Civic leave is a discretionary benefit, not an entitlement, and must be authorized by the employee’s supervisor. To request civic leave, an employee must provide his/her supervisor with a written request (an email will suffice) that outlines the nature and duration of the leave. Employees should work with their supervisor regarding questions and guidance on civic leave applicability.

Employees recognized as emergency responders who may request civic leave are expected to notify their supervisor of their role and to discuss in advance how their leave will be handled so that all parties are clear on how short notice emergency response requests will be managed and the employee understands what can be supported based on business needs.

Based on Alyeska’s business needs, up to four (4) calendar days (total hours dependent upon the employee’s regular work schedule) of paid civic duty leave may be authorized. Exempt employees must always use this leave in full-day increments; non-exempt and hourly employees can use this leave in hourly increments.

Civic leave hours are considered hours worked. Employees released from civic duty during normal work hours shall immediately return to work unless otherwise directed by their supervisor.



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D. EDUCATIONAL LEAVE OF ABSENCE

Recognizing development opportunities through continuing education, Alyeska may provide educational leave of absence for an employee.

1. An educational leave of absence may be granted as follows:
 - a) The executive for the division may authorize an unpaid educational leave of absence up to 120-days for full-time Company-related skills education.
 - b) The HR Director, with endorsement from the Executive for the division, may authorize an educational leave for a period of 1-year and a yearly extension not to exceed 2- years of total leave.
2. Consideration for educational leave will be based on the following criteria:
 - a) Employee has a minimum of 2-years of continuous service.
 - b) Employee's overall performance is satisfactory or above, and the employee's significant anticipated career potential has been reviewed and endorsed by the Executive for the division.
3. The employee shall request in writing an educational leave of absence explaining the justification for the request.
4. The employee shall request extensions in writing explaining the justification for the extension request.
5. All Company paid portions of non-qualified benefit plans such as medical, dental, and life insurance will cease on commencement of unpaid leave. Extensions may occur in accordance with Federal COBRA law.

E. BEREAVEMENT AND EMERGENCY LEAVE

Recognizing that emergencies in the immediate family or an employee's next of kin, due to death or near death situations result in stress; paid and unpaid leaves of absence are provided. (See [HR-2.11](#), *Bereavement and Emergency Leave*)

F. MILITARY LEAVE OF ABSENCE

Alyeska supports maintenance of a part-time or continued active role in the Armed Forces in keeping with normal employment obligations and federal regulations under the Uniformed Services Employment and Reemployment Rights Act (USERRA). Employees who are called for paid military duty will be authorized a military leave of absence upon notification of the need for leave. The employee must furnish a copy of their Military Duty Orders to their immediate supervisor if the period of military service is greater than 30 days.

Commitments to auxiliary organizations are not considered part of military leave.

1. Compensation
 - a) Short Term Military Leave



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Employees participating in short term military leave will receive paid military leave for up to a maximum of 14 workdays a calendar year.

b) Active/Long-Term Military Duty

Employees called out on active military duty will be kept whole for up to six (6) calendar months. Alyeska will compensate the employee on a day-for-day *pro rata* basis for the difference (if any) between the employee's regular Alyeska earnings and the employee's military compensation received (including allowances). Military compensation received during Alyeska "off" days will not be deducted. Employees are required to submit to Payroll copies of pay vouchers showing military compensation received.

2. Benefits

a) Health Care

In accordance with USERRA, an employee has the right to elect continued health insurance coverage during periods of military service. For periods of up to 30 days of training or service Alyeska pays the employer portion. For longer tours, the employee may continue coverage at the employee's expense for up to 24 months.

b) Additional Employee Benefit Plans

If the employee participates in employee benefit plans (i.e. 401k, pension, etc.), upon re-employment the employee will be treated as though no break in service occurred. Alyeska pays the employer contributions to the applicable plans that would have been made if the military service had not occurred. The employee has the lesser of three times the length of their military service or five years to make all contributions they could have made to the plan but for their period of military service.

3. Reemployment

An employee called into military service has the right to be reemployed as long as the following conditions are met:

- a) The employee provides reasonable advance notice of the absence (unless military necessity precludes the giving of advance notice),
- b) the employee's cumulative absence during employment for all uniformed service is five years or less,
- c) the employee returns to work or applies for reemployment in a timely manner after conclusion of service; and
- d) the employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

Reemployment is not required if it would impose an undue hardship, or the employee was in a temporary position with no expectation of continued employment.

The following table outlines the reemployment application deadlines based on how long the employee was away from work on military leave:

Length of Military Leave	Reemployment Application Deadline
< 31 days	Reemployment application not required*
> 30 days and < 181 days	within 14 days after the period of service
> 180 days	Within 90 days after the period of service
* Employees gone less than 31 days must report to work on the first full regularly scheduled workday following the period of service.	

If the absence was for more than 90 days and the employee no longer has the skills to perform the duties of the position s/he would have occupied but for the service, Alyeska shall make reasonable efforts to qualify the employee for the position or a similar position of status and pay.

If the employee is gone for more than thirty but less than 181 days, for the 180 days following reemployment the employee may only be discharged for cause. If the absence for military service is greater than 180 days, for the year following reemployment the employee may only be discharged for cause.

G. PERSONAL LEAVE

Personal leave can be requested by employees to have paid time off from work. Family Medical Leave (FML) may be concurrent with a personal leave of absence (see section on Medical Leave in this procedure). Employees should contact an HR Generalist or an OHU representative as soon as possible if the request may also fall under the FML guidelines.

4. Paid Personal Leave

Paid personal leave may be used for any reason and may be used consecutively or in conjunction with any other paid leave entitlement. Paid personal leave must be requested through and approved by the employee’s supervisor. Requests for paid personal leave are reviewed based on the impact to Alyeska’s business operating requirements, as determined by the employee’s supervisor. Any use is at the discretion and approval of the employee’s immediate supervisor. The supervisor’s decision is final based on business needs.

a) Process and Eligibility Guidelines

The employee has the accountability to ensure they have the required approval from their supervisor for any paid personal leave of absence from the workplace. A personal leave use request must be in writing (an email will suffice) and submitted to the employee’s immediate supervisor. Employees should make every attempt to submit a personal leave request as early as possible in order to allow the greatest opportunity for the supervisor to consider the request. The employee’s supervisor will respond in writing (an email will suffice) to the employee of their decision regarding the use of paid personal leave.



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b) Scheduling and Compensation

Based on Alyeska’s business operating requirements up to four (4) calendar days (total hours dependent upon the employee’s regular work schedule) of paid personal leave may be authorized per year. Exempt employees must always use paid personal leave in full-day increments; non-exempt employees can use personal leave in hourly increments. Paid personal leave must be scheduled in the calendar year the leave benefit is received. Paid personal leave initiated in the last month of the year that continues unbroken into the following calendar year will be counted against the prior year’s benefit. Unused paid personal leave does not accrue from one year to the next; it will be forfeited at time of termination or at the end of the calendar year, whichever occurs first.

5. Unpaid Personal Leave

Unpaid personal leave is a discretionary benefit, not an entitlement, and must be authorized by the employee’s supervisor.

The employee and/or supervisor may contact their HR representative for assistance in determining the reasonableness of a request for an unpaid leave of absence.

a) Eligibility Guidelines

Unpaid leave may be authorized for a period up to 90 consecutive calendar days when the following criteria are met:

- 1) Alyeska business requirements will not be adversely impacted by the absence; and
- 2) there is a reasonable indication that the employee intends to return to work; and
- 3) advance approval is obtained in conformity with this procedure.

If an employee requires more than 90 consecutive calendar days of unpaid personal leave, the leave will not be granted and the employee must terminate employment with Alyeska.

b) Continuation of Benefits and Return to Work

Employees on unpaid leave status must contact Human Resources to make arrangements for continuation of benefits. Failure to do so may result in discontinuation of benefits. The employee must notify Human Resources of their intent to return to work as soon as possible but no less than 14-days prior to the end of any approved leave, or apply for an extension of leave of absence within the same time period. Lacking such notification or extension, the employee may be terminated. Refer to Section F for reemployment application deadlines for Military Duty Leave of Absence.

H. SICK LEAVE

Sick Leave is an authorized Medical Leave of absence from the job due to non-occupational



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illness during which an employee is eligible for paid sick leave per [HR-2.08](#), *Sick Pay for Employees*.

1. Sick leave may only be used for an employee's personal illness, medical and dental appointments.
2. Sick leave benefits cannot be used for a dependent's illness. If leave is needed, an employee can use Personal Leave, Leave without Pay, or Vacation.
3. Medical Documents

When an employee is, or will be, absent from work for five or more consecutive work days due to illness or injury, a medical statement from the employee's physician must be obtained by the employee and presented to OHU for a Company release to return to work. See Medical Leave section in this procedure.

The medical statement from the employee's physician must contain the following:

- a) Degree of disability (i.e., to what extent is the employee able to perform the physical/operational requirements of the job) and
- b) known or anticipated time off from the job.

When an employee has frequent or repeated absences or any absences of concern, the employee's supervisor may request that OHU review any medical statement provided by the employee and may also request medical certification for absences of less than five work days when, in the supervisor's opinion, such a request is justified.

I. MEDICAL LEAVE

1. Incumbent Retention or Replacement
 - (a) Employees on authorized Medical Leave shall have their specific position retained a minimum of 90 calendar days, and as business conditions permit.
 - (b) Employees on authorized Occupational Disability Leave shall have their specific positions retained a minimum of 120 calendar days. Should business requirements necessitate that the employee's position be eliminated, or should a reduction in force occur during the leave, provisions under [HR-2.07](#), *Employee Separations*, will apply.
 - (c) An employee returning from an absence covered under the Family Medical Leave Act (FMLA) must be restored to his or her previous position or to an equivalent position, except as provided in the Family Medical Leave section below.
 - (d) After minimum time restrictions have been met, the employee's position may be filled.
 - (e) If an employee's personal physician and Alyeska's Medical Director, or delegated OHU representative, determine it is unlikely that an employee will ever be able to fully perform the essential functions of the regular job the Department Manager with Human Resources' endorsement may request the job to be filled immediately.
2. Employment Retention or Separation



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Employees whose positions have been filled may be retained on leave status for a limited period of time. Placement eligibility retention is not available under leave provisions except those cited below.

(a) Medical Leave

Placement eligibility will be retained up to twelve (12) consecutive weeks from the date the employee was placed on Medical Leave status. Employment will be terminated if an employee exhausts his/her paid leave and does not (or cannot) return to work.

If an employee on Medical Leave is released to return to work after their position has been filled and before employment separation, they may be considered for available positions within Alyeska for which they qualify. If there is a suitable opening within the employee's department, the employee will be given preference for placement in that department.

If an employee refuses an equivalent or higher position that results in no loss to the employee's base pay (prior to Medical Leave), the employee's employment with the Company will be terminated at the time of refusal.

(b) Family Medical Leave

Employees returning from Family Medical Leave (FML) are entitled to return to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, except as provided for in the Family/Medical Leave Act section below.

3. Family/Medical Leave Act

The Family Medical Leave Act of 1993, as amended, is intended to balance the demands of the work place with needs of families.

(a) Employee Eligibility

To be eligible for leave under the FMLA, an Alyeska employee must have been employed by Alyeska for at least 12 months and for a minimum of 1250 hours in the preceding 12 months (regardless of work schedule).

(b) Leave Eligibility

The FMLA entitles eligible employees to take reasonable leave for one or more of the following reasons:

- i. The birth of a child or to care for such child;
- ii. The placement of a child with the employee for adoption or foster care;



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- iii. To care for the employee's spouse, son, daughter, or parent of the employee if such person has a serious health condition, or qualifying military family member; or
- iv. A serious health condition that makes the employee unable to perform the functions of the employee's position.

(c) Leave Entitlement

Eligible employees are entitled to a maximum of twelve (12) workweeks of unpaid leave in a 12-month period.

Family Medical Leave must generally be taken as a single block of time. However, an employee is entitled to take intermittent leave or leave on a reduced schedule basis in order to care for their spouse, son, daughter, or parent with a serious health condition or for the employee's own serious health condition when such leave is medically necessary. An employee is not entitled to take leave on an intermittent leave basis or leave on a reduced schedule for the birth or placement of a child for adoption or foster care unless Alyeska and the employee have so agreed. An Alyeska manager may approve an employee's request for leave on an intermittent basis, provided Alyeska's Occupational Health Unit endorses the arrangement.

If an eligible employee takes reduced scheduled Family Medical Leave and the eligible employee typically works more or less than forty hours per week, the employee's Family Medical Leave will be computed on a pro rata basis of the percentage reduction of their work schedule. For example, if an eligible employee typically works 30 hours per week, but takes reduced schedule Family Medical Leave working 20 hours per week, that employee will be considered to have taken 1/3 of a week of Family Medical Leave for every week s/he works 20 hours per week. To determine the pro rata computation of the amount of Family Medical Leave of an employee whose scheduled work hours vary from week to week, Alyeska will use the average number of hours worked per week by that employee for the 12 weeks preceding the Family Medical Leave.

(d) Compensation

Alyeska has adopted the rolling twelve-month method of determining the twelve-month period for purposes of the FMLA. The rolling twelve-month period is measured from the date an employee uses any FML.

The corresponding pay/status (for a maximum of twelve workweeks) under FML is as follows:

- i. The birth of a child or to care for such child; and the placement of a child with the employee for adoption or foster care; FML will be taken as leave without pay unless the employee requests (and is granted) use of vacation and/or personal



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leave. The FMLA entitlement ceases twelve months after the date of the birth, adoption, or placement.

- ii. To care for the employee's spouse, son, daughter, or parent of the employee if such person has a serious health condition, FML will be taken as leave without pay unless the employee requests (and is granted) use of vacation and/or personal leave. Once the employee's vacation and/or personal leave is exhausted, the remaining FML will be taken as leave without pay.
- iii. A serious health condition that makes the employee unable to perform the functions of the employee's job, FML will be taken concurrently under the existing sick pay benefits (only if the employee is ill or injured and eligible for sick leave). Serious health condition absences exceeding accrued sick leave but less than twelve workweeks may be taken as leave without pay, vacation, and/or personal leave.

The FMLA entitles eligible employees to take unpaid, job-protected leave with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. However, an eligible employee must work with an HR Generalist to determine if the employee may use their Alyeska paid leave entitlements to cover the time off. Depending on the employee's leave entitlements, they may need to take leave without pay for all or part of their leave. If taking leave without pay, the HR Generalist will consult with an HR Compensation and Benefits Representative to determine any premium payments the employee may owe to continue their healthcare insurance, S&I loan obligations, etc. If the leave is for the employee's own medical condition, they may qualify for paid sick leave entitlements. All other reasons for leave (e.g. to care for a sick family member) requires the employee to use personal leave, vacation, or leave without pay.

The employee completes the Family/Medical Leave Request (Form 7069) and submits the form to an HR Generalist. If approved for FML the employee will also be required to submit the Case Management Release Form 7069-1, HR HIPAA Procedure forms, and the Federal Medical Certification Form. An HR Generalist will provide the employee with the applicable forms. The forms with medical information will be managed directly with OHU and will not be shared with the employee's supervisor or HR.

Once OHU has received and reviewed the required forms a determination will be made as to if the employee will qualify to use paid leave. OHU will notify HR of the determination and an HR Generalist will work with the employee and the employee's supervisor to assist with time reporting in eTIME. As noted on the Family/Medical Leave Request (Form 7069), if the employee does not provide the required FML related forms to OHU and have received approval from OHU of their FML request,



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the employee will not be eligible to use paid leave and will be placed on leave without pay.

Employees on FML will retain all accrued benefits and the same or equivalent position with equivalent pay, benefits, and other terms and conditions of employment upon their return. Entitlements are limited to any right, benefit, or position of employment to which they would have been entitled had they not taken leave.

In some instances, salaried eligible employees who are among the highest paid ten percent of those employed by Alyeska within 75 miles of the facility at which the employee works (“Key Employees”) may be denied restoration of employment where denial is necessary to prevent substantial and grievous economic injury to Alyeska’s operations. When a Key Employee gives notice of the need to take FML (or when FML leave commences, if earlier), Alyeska shall notify the Key Employee in writing that: (1) s/he qualifies as a Key Employee; and (2) the potential consequences with respect to reinstatement and maintenance of health benefits if Alyeska should determine that substantial and grievous economic injury to Alyeska’s operations will result if the Key Employee is reinstated after FML.

If Alyeska intends to deny FML leave to a Key Employee, it will notify the Key Employee of this decision either in person or by certified mail as soon as possible. It is expected that, in most instances, notice of Alyeska’s intent not to reinstate a Key Employee will be given prior to the Key Employee starting FML. Written notice of Alyeska’s intent to deny reinstatement shall set forth the basis for Alyeska’s finding that reinstatement would cause substantial and grievous economic injury. A Key Employee remains covered by his/her health benefits during the period of FML even if Alyeska informs the employee in writing of its intent not to reinstate the employee at the end of the FML.

At the end of the FML, a Key Employee whom Alyeska notified in writing of its intent not to reinstate may again request that Alyeska reinstate him/her. If a Key Employee makes such a renewed request, Alyeska will again determine whether reinstatement will cause substantial and grievous economic injury, based on the facts at the time of the renewed request for reinstatement. If Alyeska again determines not to reinstate the Key Employee, Alyeska shall inform him/her either in person or via certified mail.

ERISA rights remain effective throughout the leave period. COBRA rights only become applicable should the employee fail to return from a qualified leave.

(e) Process

If the need for Family Medical Leave is foreseeable, the employee shall provide Alyeska with no less than 30 days’ notice. When the date of birth, placement, or treatment requires leave to be taken in less than 30 days, the employee shall provide



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such notice as is practicable; it is expected that the employee will give notice to Alyeska within no more than two working days of learning of the need for FML. Employees must submit a completed Family/Medical Leave Request (Form [7069](#)).

Once Alyeska has the requisite knowledge that leave being taken by an employee qualifies under the FMLA (regardless of whether the employee has provided notice), Alyeska shall promptly give notice to the employee that the leave is designated and will be counted as FML.

If an employee requests FML, to care for the employee's spouse, son, daughter, or parent of the employee, or qualifying military family member, if such person has a serious health condition or the employee has a serious health condition that makes the employee unable to perform the functions of the employee's position if the leave is foreseeable, the employee must furnish a medical certificate from a health care provider of the individual with the serious health condition to OHU within 15 days of Alyeska's notification to the employee of this requirement. If such leave is not foreseeable, the medical certificate must be provided within a reasonable time under the circumstances. If such a medical certificate is not provided or is incomplete, the leave may not qualify as FML. Alyeska may require, at its own expense, the opinion of a second or third health care provider. Costs associated with the additional opinion(s) will be borne by Alyeska. If the opinion of the third health care provider is necessary, the third health care provider's opinion will be considered final.

Return-to-work procedures and periodic reporting requirements will apply.

4. Medical Leave of Absence

In order to maintain crucial obligations to Alyeska when ill, the following communication process must be utilized so that administrative burdens are eliminated and the employee can return to good health as quickly as possible.

Family Medical Leave may be concurrent with a Medical Leave of Absence.

a. General

- i. Sick pay benefits are explained in Human Resources Operating Procedure [HR-2.08 Sick Pay for Employees](#).
- ii. When the illness calls into question the employee's ability to perform the essential functions of the job, a supervisor may, with the concurrence of OHU, require the employee to be examined by an Alyeska-designated physician. Such an examination will be scheduled through and paid by OHU. The employee may not be allowed to return to work until the results of the examination have been reviewed and approved by Alyeska's Medical Director, or delegated OHU representative.



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- iii. The supervisor, with concurrence from Alyeska's Medical Director, or delegated OHU representative, may place an employee on Medical Leave when deemed necessary to protect the employee, other employees, or Company facilities, for medical reasons. If an employee is placed on Medical Leave, s/he may fall under the FMLA. It is the employee and his/her supervisor's responsibility to ensure all documentation is complete and forwarded to the HR Generalist who will then forward it to OHU. Employees should review the sections in this procedure that cover Family/Medical Leave and Sick Leave to be clear on their accountabilities and the pre-approvals required before coding any paid leave time. The employee should also review the section below titled Employee Notification Accountabilities. The employee is strongly encouraged to meet with an HR Generalist well in advance of any anticipated leave to review the applicable information regarding this process.
- iv. Unless otherwise directed by the supervisor, non-exempt employees shall report only those sick leave incidental absence hours (for personal illness, doctor or dentist appointments, etc.), that exceed two hours a day. Absence of two hours or less for non-exempt employees is considered regular hours worked and does not need to be documented on the employee's timesheet. Exempt employees only report sick leave in full-day increments. Any time away from work requires the employee to have pre-approval from their direct supervisor.
- v. OHU will make the determination if the sick leave is to be coded differently than Non-occupational Disability Leave ("S" code). In rare circumstances an employee may qualify for Occupational Disability Leave ("I" Code). OHU will let the employee and their supervisor know if "I" Code will apply. All other cases fall under "S" code.
- vi. In the rare circumstance that an employee is under Workers' Compensation and an employee is placed on rehabilitative partial work days or receives temporary partial disability payments under Workers' Compensation, all regularly scheduled hours not worked must be reported on time sheets as Occupational Disability Leave ("I" Code).

b. Employee Notification Accountabilities

For long-term Medical Leave of Absence (five or more consecutive work days) the employee must:

- i. Provide OHU with the required medical documentation as to the reason and duration of the leave. If requested documentation is not received by OHU the employee may not be eligible to use sick leave entitlements.



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- ii. Comply with all FML, Sick Leave, and Medical Leave requirements as stated in this procedure and other applicable HR procedures.
- iii. Obtain a medical release from OHU prior to returning to work. When possible, provide the supervisor and OHU at least 2 weeks' notice of anticipated return to work.
- iv. Notify both the OHU and the supervisor of disability status on a weekly basis unless otherwise instructed. Failure to do so could result in discontinuance or interruption of paid leave benefits.
- v. Note that supervisors may, at their discretion, require a return-to-work release from employees for absences of less than five work days.
- vi. Employees expecting to return to work with medically imposed work restrictions due to physical or physiological problems must be cleared by OHU and approved by their Supervisor and Manager. This is to ensure that such personnel are not returned to jobs that could cause harm to them, their fellow employees, or to company property. If employees have work limitations resulting from a disability as defined by the Americans with Disabilities Act (ADA), Alyeska will comply with the ADA (see HR Operating Procedure [HR-3.09](#), Americans with Disabilities Act).

c. Supervisor Notification Accountabilities

For an employee's long-term Medical Leave of Absence (five or more consecutive work days) the supervisor must:

- i. Notify OHU of any employee absence of five or more consecutive working days or when absences seem excessive for medical reasons.
- ii. Immediately notify their manager and OHU when an employee is medically evacuated from the job site, regardless of the mode of transportation.

5. Return from Extended Leave

The employee must notify HR of their intent to return to work as soon as possible but no less than 14 days prior to the end of any approved leave, or apply for an extension of leave of absence within the same time period. Absent such notification or extension, the employee will be terminated.

J. UNEXCUSED ABSENCES

1. Notice

When an employee is to be absent from or late for work, notification must be given to their immediate supervisor (or his/her designee) prior to the beginning of the work shift. If circumstances prevent prior notification, notification should be given as soon as



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possible after the start of the scheduled work shift. The supervisor will determine if the circumstances were reasonable to prevent proper notification.

Failure to provide appropriate notification will constitute an unauthorized lateness or absence. For hourly and salaried non-exempt employees, such unauthorized lateness/absence will not be paid, and hours will be recorded as leave without pay.

2. Action

One day of unexcused absence, failure to provide an appropriate medical statement, or excessive or repetitive excused absences may result in termination of sick leave and/or progressive disciplinary action as defined in [HR-3.03 Disciplinary Actions](#).

Two or more consecutive days of unexcused absences are cause for immediate termination from the Company.

An employee may appeal any action via [HR-3.02 Problem Resolution Procedure](#).

END OF PROCEDURE



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6.0 Records

<p>Form 7069, Family/Medical Leave Request</p> <p>Time sheets are retained as part of the on-line eTIME system administered through Payroll.</p>	<p>All records generated as a result of this document will be retained in accordance with CW-200, <i>Records Retention Schedule</i>.</p>
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7.0 Revision History

Revision	Date	Revision Summary
17	8/10/17	Section G 4.b was duplicated in Rev. 16. Removed the duplicate paragraph. No other changes made to the procedure.
16	7/31/17	Updated and clarified Personal Days and Medical Leave.
15	12/6/16	OHU-8.02 merged with HR-2.06 and OHU-8.02 cancelled. Detailed review of the entire procedure completed by HR, OHU, and Legal.
14	2/5/16	Clarified Unpaid Leave use
13	12/11/14	Inserted Signature Block and Current Approval Authority (HR Director), clarifications and updates for military leave and paid personal leave, other minor edits throughout the procedure, added absenteeism procedure, and inserted Revision History.
12	12/27/99	Hard copy maintained on file with HR Department
11	4/18/97	Hard copy maintained on file with HR Department
10	2/7/97	Hard copy maintained on file with HR Department
9	12/21/93	Hard copy maintained on file with HR Department
8	2/5/93	Title changes to: Employee Absences/Leaves with same Procedure Number: E-2.06.02
7	3/1/85	Hard copy maintained on file with HR Department
6	3/1/83	Title remains: Leave of Absence with Procedure Index: E-2.06.02 replacing Reference No. 4.9 Hard copy maintained on file with HR Department
5	12/22/80	Hard copy maintained on file with HR Department
4	12/12/79	Hard copy maintained on file with HR Department
3	6/28/79	Hard copy maintained on file with HR Department
2	5/22/79	Hard copy maintained on file with HR Department
1	12/7/78	Hard copy maintained on file with HR Department
0	8/21/78	Titled: Leave of Absence with Reference No: 4.9 Hard copy maintained on file with HR Department