Additional Time Off Policy

As further stated below, as an employee of Trindel Insurance Fund (hereafter referred to as the "Fund"), you may be entitled to time off for a variety of other reasons. Unless otherwise stated below or required by law, the following conditions apply:

- You must use accrued paid time off for any absence, before taking the remainder of the leave unpaid.
- You do not earn any additional time off during unpaid leave.
- You are not eligible for Trindel paid holidays during unpaid leave.
- You must provide your supervisor or the Executive Director reasonable advance notice of your need to take time off.

For additional questions about any of these leave policies, please see your supervisor.

Time Off for Rehabilitation

We will reasonably accommodate you if you wish to voluntarily participate in an alcohol or drug rehabilitation program. This accommodation may include an adjusted work schedule or time off, provided the accommodation does not impose an undue hardship on Trindel Insurance Fund. The Fund will attempt to keep your participation in a rehabilitation program private.

Time Off for Literacy Assistance

We will reasonably accommodate you if you wish to participate in an adult literacy assistance program, which may include an adjusted work schedule or time off, provided the accommodation does not impose an undue hardship on the Fund. The Fund will attempt to keep your participation in such a program private.

Bereavement Leave

If you lose a member of your immediate family, you will be granted a reasonable period of time off to attend to related obligations and commitments. "Immediate family" under this policy means your spouse, registered domestic partner, child, child of your registered domestic partner, parent, sister, brother, grandparent, mother-in-law, father-in-law, stepparent, stepchild, and other person who is part of your household. The Fund may require verification of death.

Jury and Witness Leave

You may take time off if called for jury duty. Please present your jury summons to your supervisor as soon as you receive it. If the Fund believes your absence due to jury duty will negatively impact operations, we may request you seek a postponement of your jury service. You are expected to report for work if you are not needed on the jury during regular work hours.

You may also take time off if you are required by law to appear in court as a witness.

Military Leave

If you are called to active duty in the U.S. Armed Forces, Reserves, or California National Guard, you may take military leave. Please present your supervisor with a copy of your service papers as soon as you receive them. The time off will be unpaid unless otherwise required by law. However, you may use any accrued, unused paid time off for this purpose. During your leave, your length of service accumulates, and your benefits will continue as required by law.

If you are required to attend yearly Reserves or National Guard duty, you may apply for a temporary military leave of absence not to exceed 17 days (including travel). This time off will be unpaid unless otherwise required by law. You may use any accrued, unused paid time off for this purpose.

Leave for Spouses of Active Military Personnel

If you work a minimum of 20 hours per week, you may take up to 10 days of unpaid time off to spend time with your spouse or registered domestic partner who is a qualified member of the Armed Forces, National Guard, or Reserves, and who is granted leave from deployment during a period of military conflict. You must request time off under this policy within two (2) days of receiving notice that your spouse or registered domestic partner will be on leave.

Time Off for Voting and Election Officials

If you do not have sufficient time outside of working hours to vote in a statewide election, the Fund will grant you up to two (2) hours of paid time off to vote. The time off must be taken at the beginning or end of the regular work schedule, whichever allows the most free time for voting and the least time off from work. Please notify your supervisor or the Executive Director of your need for time off under this policy at least two (2) working days prior to Election Day.

If you serve as an election official on Election Day, you will be granted unpaid time off for this purpose.

Time Off for School-Related Activities or Suspension

If you are a parent, guardian, or grandparent with custody of school children from kindergarten through Grade 12, or who attend licensed child daycare facilities, you may take time off (up to a maximum of eight (8) hours in one (1) calendar month and 40 hours in one (1) calendar year) to participate in school or day care activities. We may require proof of your participation in the activities covered by this policy.
If you are a parent or guardian of a child suspended from school, you may also take time off to attend a portion of the school day in your child's classroom at the request of the school.

Time Off and Reasonable Accommodation for Victims of Domestic Violence, Sexual Assault, or Stalking

If you are a victim of domestic violence, sexual assault, or stalking, you may take time off work to obtain help from a court, seek medical attention, obtain services from an appropriate shelter, program, or crisis center, obtain psychological counseling, or participate in safety planning, such as permanent or temporary relocation. The Fund will also provide reasonable accommodations for ensuring your safety while at work, unless doing so would create an undue hardship for the Fund. Such accommodation may include a transfer, reassignment, modified schedule, changed work telephone, installed lock, implemented safety procedure, or other adjustment to a job structure, workplace facility, or work requirement. Where possible, please provide your supervisor or the Executive Director reasonable notice of your need to take time off under this policy and/or your need for an accommodation. We may require proof of your participation in the activities covered by this policy and/or certification regarding your need for the accommodation.

Leave under this policy does not extend the maximum time off available under the Fund's "Family and Medical Leave" policy.

Time Off for Crime Victims

If you or an immediate family member has been the victim of certain crimes defined by law, including serious or violent felonies or felonies relating to theft or embezzlement, you may take time off work to attend judicial proceedings related to the crime or to appear in court at any proceeding in which a right of the victim is at issue. "Immediate family" under this policy means your spouse, registered domestic partner, child, child of a registered domestic partner, parent, sister, brother, grandparent, mother-in-law, father-in-law, stepparent, stepchild, and any other person who is part of your household. You may be required to provide appropriate documentation from the court.

Time Off for Emergency Duty Personnel

If you work as a volunteer firefighter, reserve peace officer, or emergency rescue personnel, you may take time off work to perform emergency duties. You may also take up to 14 days of leave per calendar year to attend required training.
If you are a volunteer member of the California Wing of the Civil Air Patrol, you may take up to 10 days of leave per year to respond to an emergency operation or mission. Where possible, please provide your supervisor or the Executive Director appropriate notice of your need to take time off under this policy.

Time Off for Bone Marrow or Organ Donation

If you donate bone marrow, you may take up to five (5) days off for this purpose. You will be required to use any accrued paid time off available to you, up to a maximum of five (5) days. If you do not have available sufficient paid time off for the five days' (5) maximum leave, the time will be paid at your base rate of pay.
If you donate an organ, you may take up to 30 days off for this purpose. You will be required to use any accrued paid time off available to you, up to a maximum of two (2) weeks. Any additional time off will be paid at your base rate of pay.

You must provide written verification that shows that you are a bone marrow or organ donor and there is a medical necessity for the donation.