

Holiday/Vacation Policy

Annual Holidays

Nevada Outdoor School observes the following holidays:

- July 4th Mid Summer Vacation July 2nd – July 10th
- Thanksgiving Vacation (Wed. Before till Fri. After)
- 2 Week Winter Holiday Vacation

Personal Holidays

In addition to scheduled holidays, full time staff members are given floating holidays annually to be used as personal time off. Before scheduling a personal holiday, the employee must obtain approval. Requests for personal holidays must be made in writing not less than 10 days in advance of the requested date.

Religious Holidays

Nevada Outdoor School recognizes that there may be religious holidays (other than those already designated at holidays) that employees would like to observe. It may be possible to arrange these holidays as scheduled days off, authorized absences without pay or personal time off. Requests for time off to observe religious holidays must be approved.

Scheduling Vacations

Nevada Outdoor School will attempt to grant all staff member's vacation at the time they desire to take it. However, Nevada Outdoor School must maintain adequate staffing at all times. Therefore, vacations must be scheduled in advance and with prior written approval.

Where conflicts develop, they will be resolved as fairly as possible. Preference will be given to the more senior employee, the staff member who can demonstrate the greater need for vacation at the conflicting time or the employee who makes the earliest request.

Vacation Policy

All staff members and volunteers will receive the above mentioned vacation days. If more time is needed off, it must arranged 3 weeks in advance. In case of an emergency please refer to the policy below. Americorps volunteers are required to work MLK Day, Make a Difference day,

National Volunteer Week, and Earth Day. NOS sponsors education programs Memorial Day and Labor Day

Funeral Leave Policy

The purpose of funeral leave is to provide you with time to attend the funeral of a member of your family and to handle personal affairs without disrupting your income. All full time staff are eligible for funeral leave benefits, and the benefits become effective after you complete your training and adjustment period.

Time allowed: You may be granted up to a five-day leave (five-consecutive working days) with pay in the event of the death of an immediate family member.

Definition of immediate family member: The term immediate family member is defined as:

- Brother
- Child
- Father
- Father-in-law
- Husband
- Mother
- Mother-in-law
- Sister
- Stepbrother
- Stepchild
- Stepfather
- Stepmother
- Stepsister
- Wife

Sick Leave Policy

All staff members have a total of 10 sick days per year. If hospitalization or serious illness occurs, this policy will be amended to meet the needs of the employee.

All staff members are required to call NOS director or other staff member if they will miss a work day while sick. If no-one is available a message describing the situation must be left. If the sickness is an emergency and hospitalization occurs the staff member must contact NOS director as soon as possible.

Effect on performance. While the company pays you for authorized sick days, we expect you to be honest with us in taking days off only when you are actually ill. Any abuse of this benefit will be taken into account in evaluations of your performance. The company reserves the right

to require a statement from your doctor

Personal Leave Policy

A personal leave of absence without pay may be granted to an employee at the discretion of the Director. A personal leave of absence is defined as an absence of two weeks or longer. It is not our general policy to grant personal leaves of absence and such leaves will be granted only under unusual circumstances. A personal leave of absence is not available instead of medical leave.

It is the employee's responsibility to return to work on the date the leave of absence expires. Should the employee fail to return and fail to notify Nevada Outdoor School of a request for an extension, we will assume that the employee does not intend to rejoin the company and will consider the employee to have resigned from employment. A request for extension of a leave of absence must be in writing and must be received at least five working days prior to the expiration of a leave.

Jury Duty Policy

Paid Absence

Time off taken for jury duty is treated as a paid absence for up to [time limit] during any one year. Employees are paid for the time they are absent for jury duty, less the amount they receive for performing jury duty service.

Advance Notice

Employees must give advance notice of the need for time off for jury duty. A copy of the summons should accompany the request.

Return to Work

If employees are dismissed from jury duty before the end of the workday, they must report to work for instructions on whether to return for work for the rest of the workday.

Pregnancy/Maternity Leave Policy

Maximum Length of Leave

The maximum length of pregnancy leave allowed is 10 weeks. If the employee needs a longer leave due to medical complications, the employee should notify Nevada Outdoor School as soon as possible. The additional leave will be treated the same as any other medical or disability leave.

Written Requests

A written request for pregnancy leave must be submitted within a reasonable time. The employee must submit a written statement, indicating the anticipated delivery date. The employee should inform Nevada Outdoor School of the expected duration of her pregnancy leave so that Nevada Outdoor School may plan around the absence efficiently until her return.

Transfers

An employee requesting pregnancy leave may also ask for a transfer to another less strenuous or less hazardous position if so desired. The request must be in writing and must state the reason for the transfer.

Paid Leave

Nevada Outdoor School provides for paid pregnancy leave for the period of 10 weeks.

Medical Incapacity

At her option, the employee may continue to work up to the delivery date, depending upon the employee's medical circumstances and the nature of the employee's job. In the event the employee is physically incapable of performing her regular job duties at any time during her pregnancy, the employee may request that the employee be placed on pregnancy leave. An advance notice of a minimum of one (1) week should be given, accompanied by a statement from the employee's physician attesting to the employee's incapacitation.

Time Off to Vote

It is the policy of Nevada Outdoor School to give employees time off to vote.

Paid Absence

Time off to vote will be treated as a paid absence.

Early Termination of Contract

If a staff member or volunteer terminates their contract before their year is over, the said person must recompensate NOS for all trainings, repay the relocation stipend and give back carharts if purchased by employer. This does not apply in emergency situations. To be determined by NOS Board and Director.