

MANDATORY LEAVE

A. Policy: It is the policy of Yolo Federal Credit Union, due to our fiduciary responsibility, that employees take at least 5 consecutive days away from the office each year.

B. Comment:

(1) All regular full-time employees and all regular part-time employees must be away from the work place a minimum of five (5) consecutive workdays annually, except in the case of extreme hardship or emergency.

a. The five consecutive workdays can precede or follow a holiday, but will not include those days.

b. A workday is defined as a day that the credit union is open for business.

(2) Absence due to leaves of absence, vacation, sick leave, bereavement, jury and witness duty will fulfill this requirement.

(3) Attendance at a work-related conference or seminar is considered a scheduled work day and it may not be used as part of this mandatory leave.

(4) Human Resources will prepare a report of employees who have not met this requirement on a semi-annual basis, which will be provided to department managers. Department managers are responsible for reminding their employees of the requirement.

(5) Each calendar year, employees who have not met this requirement will be reported to the President.

(6) Employees may be subject to audit, rotation of duties and/or be required to take leave without pay.