



LEAVE OF ABSENCE POLICIES

NOTE: *These policies are intended only as general guidance, reviewed on an ongoing basis, and subject to change. CIEE employs individuals throughout the United States and employment laws and regulations vary from state to state. Please contact the CIEE Benefits team with any state specific questions related to Leaves of Absence.*

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Bereavement Leave

CIEE provides paid bereavement leave to benefits eligible employees. CIEE will grant up to three workdays paid leave in the event of a death in your immediate family. Please notify your Manager of the reason for taking leave as soon as possible.

Immediate family includes an employee's:

- Spouse or significant other
- Parents
- Children
- Grandchildren
- Grandparents
- Brothers and sisters
- Current mother-in-law or father-in-law
- Current son-in-law or daughter-in-law
- Legal guardian of person

Family Medical Leave Act (FMLA)

Reasons for Leave - CIEE will grant an unpaid leave ("FMLA leave") of up to a total of 12 work weeks during any 12 month period (as defined below) to an eligible employee for:

- The birth, adoption or foster care placement of a child and to care for such child;
- The care of the employee's spouse, child or parent who has a serious health condition;
- The employee's own serious health condition that makes the employee unable to perform the functions of his or her position;
- An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty; and
- As set forth below, leave may extend to up to 26 weeks in a single 12-month period (as defined below) for an employee whose spouse, son, daughter, parent or next-of-kin is injured or recovering from an injury suffered while on active military duty and who is unable to perform the duties of the service member's office, grade, rank or rating.

Eligible Employee - To be eligible, an employee must have been employed by CIEE for at least 12 months and have worked at least 1,250 hours during the 12 month period immediately preceding the first day of leave. If an employee does not satisfy these eligibility requirements, or if an employee has exhausted his or her FMLA leave allotment, the employee may be eligible for a non-FMLA leave. Granting of a non-FMLA leave is within the discretion of CIEE and will be based on a variety of factors, such as other legal obligations, the needs of CIEE, and any appropriate individual factors. Please contact Human Resources for additional information if necessary.

Twelve-Month Period - Except as otherwise provided below, an eligible employee may take up to 12 weeks of leave in any rolling 12 month period measured backward from the date an employee uses any FMLA leave. This means that at any point in time, the amount of leave available is 12 weeks less the amount of leave used during the preceding 12 months.

Special Limitations on Leaves - If CIEE employs both spouses and both spouses request leaves for the birth, adoption or foster care placement of a child, for the care of that child, or to care for a parent with a serious health condition, then the aggregate, combined leave for both employees shall be limited to 12 weeks during any rolling 12 month period. FMLA leave for the birth, adoption or foster care placement of a child or for the care of that child must be completed within 12 months of the child's birth, adoption or foster care placement.

Intermittent or Reduced Schedule Leaves - Upon receipt of medical certification of the need for leave on an intermittent or reduced schedule basis, CIEE will grant such leave for purposes of the employee's own serious health condition or to care for a parent, child or spouse with a serious health condition. CIEE may transfer the employee temporarily to an alternate position for which the employee is qualified and which better accommodates the intermittent or reduced schedule during the leave. The employee will receive his or her same salary while working in the alternate position.

Notice and Scheduling of Leave - If the need for leave is foreseeable, the employee must request a leave at least 30 days in advance of the date on which he or she intends to begin a leave of absence. If the employee is unable to foresee the need for leave 30 days in advance,

then the employee must give CIEE notice as soon as is reasonably possible. If the leave is requested for purposes of planned medical treatment for the employee or his or her spouse, parent or child, the leave should be scheduled at a time which is least disruptive to CIEE's operations to the extent feasible. Employees who require a leave must complete a Leave Request Form, which can be obtained from Human Resources.

Certification of Serious Health Condition - CIEE may condition its approval of a leave for purposes of personal or family illness on the employee's submission of a satisfactory Form from the employee's or family member's health care provider. CIEE will provide the employee with a Form for this purpose, and it is the employee's responsibility to ensure that the health care provider submits a fully completed form to CIEE in a timely manner. CIEE may, in its discretion and at its expense, require the employee to obtain second or third medical opinions from independent health care providers. CIEE may also require an employee on FMLA leave to submit periodic re-certifications throughout the leave, but will not do so more often than every 30 days unless there is a change in circumstances or other circumstances warranting an earlier recertification. Failure to provide an appropriate certification or recertification, upon request, may result in the postponement, denial, or curtailment of leave.

Periodic Status Reports - CIEE may require an employee on leave to report periodically on the employee's status and intent to return to work.

Reinstatement from Leave and Fitness-for-Duty Certification - An employee who has complied with his or her obligations under this policy will be reinstated to the position he or she held prior to leave or to an equivalent position, unless business conditions resulted in the elimination of the employee's former position during the leave or the employee would not otherwise have continued to be employed had he or she continued in active employment. CIEE, however, may refuse to restore those employees considered to be "key," for purposes of the Family and Medical Leave Act, to their previous positions under certain circumstances. An employee who has taken a leave in excess of 5 days due to personal illness must submit a medical certification from his or her health care provider verifying that the employee is able to return to work and perform his or her regular job duties. Reinstatement may be delayed until a satisfactory medical certification has been provided.

Compensation during FMLA Leave - An employee who uses FMLA leave may choose to use up his or her accrued, unused sick days and vacation days at the beginning of the leave or have it unpaid. The remaining portion of the FMLA leave will be unpaid.

Benefits during FMLA Leave - During an FMLA leave, the employee will remain covered under CIEE's health insurance plan on the same conditions as coverage would have been provided had the employee not been on leave. Upon requesting a leave, an employee will be advised of the procedures for making his or her health care premium contributions during the leave period. Failure of the employee to pay his or her share of premiums may result in a lapse in coverage. If the employee fails to return to active employment for at least 30 calendar days after an unpaid FMLA leave, CIEE may exercise its right to recover its share of health insurance premiums from the employee, unless the employee cannot return to work because of a serious health condition or other circumstances beyond the employee's control.

Benefits upon Reinstatement from Leave - An employee who returns from leave will retain the same benefit status he or she held prior to going on leave. The employee, however, will not accrue any additional benefits or seniority during unpaid FMLA leave.

Other Terms and Conditions - The policies and guidelines stated in this Family and Medical Leave Policy shall be subject to such other terms and conditions as are provided in the Family and Medical Leave Act of 1993.

Military Family Leave

Qualifying Exigency Leave - A family member of a covered military member may take up to 12 weeks of unpaid leave to manage their affairs while the covered military member is on active duty. A family member is defined as the spouse, son, daughter, or parent of a service member in the National Guard or Reserves.

The leave may be taken for any qualifying exigency arising out of the fact that the covered military member is on active duty or call to active duty status. The following circumstances constitute qualifying exigencies, for which an employee may be eligible for leave:

1. Short notice deployment, to address issues arising from a covered military member's short notice deployment (i.e., deployment on seven or less days notice) for a period of seven days from the date of notification;
2. Military events and related activities, including official ceremonies, programs, or events sponsored by the military or family support or assistance programs and informational briefings sponsored or promoted by the military, military service organizations, or the American Red Cross;
3. Childcare and related activities, including those activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
4. Financial and legal arrangements, including making or updating financial and legal arrangements to address a covered military member's absence;
5. Counseling, including attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member, the need for which arises from the active duty or call to active duty status of the covered military member;
6. Rest and recuperation, allows an eligible employee to take up to five days of leave to spend time with a covered military member who is on short-term temporary, rest and recuperation leave;
7. Post-deployment activities, includes attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period 90 days following the termination of the covered military member's activity duty status, and addressing issues arising from the death of a covered military member; and
8. Other events that an employee and CIEE agree constitute a qualifying exigency.

An eligible employee must provide notice of the need for qualifying exigency leave as soon as practicable. For example, if the eligible employee receives notice of a qualifying military event one week in advance of the event, he or she should advise the employer of the event the same or next business day. If the need for leave is unforeseeable, an employee must comply with CIEE's normal call-in procedure absent some unusual circumstance.

The first time that an employee requests Qualifying Exigency Leave, CIEE may require the employee to provide a copy of the covered military member's active duty orders or other documentation issued by the military that indicates that the covered military member is on active duty or call to active duty status in support of a contingency operation, as well as the dates of the active service duty. Additionally, CIEE may require certification of the exigency necessitating leave, including appropriate facts supporting the need for leave, any available documentation supporting the request, the commencement and return date for leave, if on an intermittent basis, the frequency and duration of leave, and appropriate contact information if the exigency involves meeting with a third-party.

Military Caregiver Leave

The spouse, son, daughter, parent, or next of kin (defined as the nearest blood relative) of a covered service member may take up to 26 workweeks of leave in a single 12 month period to care for a covered service member with a serious illness or injury incurred in the line of duty on active duty.

A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty. Pursuant to federal law, a serious injury or illness is one that was incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

For purposes of the Military Caregiver Leave, a "single 12 month period" is a period that begins on the first day of leave and ends 12 months later.

An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason. For example, an eligible employee is not entitled to 26 workweeks of Military Caregiver Leave and an additional 12 workweeks of traditional FMLA. Additionally, an eligible employee may only use 12 of the 26 workweeks for an FMLA-qualifying reason other than care for a covered service member. An employee may not, for example, use 20 workweeks of leave for the birth of a child and 6 workweeks to provide care to an injured service member.

Employees requesting this type of FMLA leave must provide certification of the family member or next-of-kin's injury, recovery or need for care.

If a husband and wife both work for the company and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Leave for Victims of Violence

In accordance with Maine law, an employee who has been the victim of violence, assault, sexual assault, or stalking may be entitled to leave to:

- Prepare for and attend court proceedings;
- Receive medical treatment; or
- Obtain other necessary services to remedy a crisis caused by domestic violence, sexual assault, or stalking.

CIEE may deny leave if:

- CIEE would sustain an undue hardship from the employee's absence;
- The request for leave has not been communicated to CIEE within reasonable time under the circumstances; or
- The leave is impractical, unnecessary, or unreasonable based on the facts known to CIEE.

A request for leave from work should be made to the employee's manager as far in advance of the leave as possible. An eligible employee must use applicable accrued paid time off, such as sick/personal time or vacation time when taking leave under this policy. If an employee has exhausted all applicable accrued paid time off, a leave of absence under this policy will be unpaid. Please see Human Resources for an overview of your rights in your State.

Military Leave

Employer/employee rights and obligations relating to military service are governed by the federal law known as the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and state law where applicable. This policy provides general guidance concerning leave of absence for military service (Military Leave); it is not intended as a comprehensive statement of all aspects of Military Leave. For more detailed information concerning Military Leave, please see Human Resources or consult the Department of Labor's website on USERRA. A Notice of USERRA Rights is also posted on the Company's Bulletin Board.

General Provisions

The Company will grant an unpaid leave of absence for military duty in accordance with USERRA and any applicable state law for all employees of the Company. If you require Military Leave for any reason, you should give notice of the date you will begin your Military Leave as far in advance as is reasonable under the circumstances. Notice should be given to your supervisor or Human Resources. In case of deployment, at your option, you may begin your Military Leave a short time in advance of your actual deployment date if you require time to arrange your personal affairs and/or to travel to your deployment destination.

You are entitled to a total of five years time off for military service, except where a longer period of time is required by law. Time off is measured cumulatively based on the actual time spent performing service in the uniformed services; time before or after the actual service period is not included in the cumulative calculation.

If you are a member of any active military reserve unit, you may take unpaid Military Leave to attend annual training and other service-related requirements.

Benefits During Military Leave

If you are enrolled in any of the Company's medical or dental insurance programs, these benefits will be continued for 31 days beginning on the date your Military Leave commences. If your Military Leave lasts beyond 31 days, you will be eligible for continuation coverage under USERRA and COBRA; please see Human Resources for more details. Seniority based benefits, such as vacation time, do not accrue during the time you are on Military Leave. As with all other leaves of absence, you are not entitled to non-seniority based benefits (e.g. holiday pay, bonuses) while on Military Leave. You will be responsible for your standard payroll deductions for the period of time that your benefits continue.

At your option, you may use any earned, accrued vacation time while on Military Leave consistent with the Company's vacation policy then in effect.

Pay During Military Leave

Military Leave is generally unpaid. However, if you would be eligible for paid leave under other Company leave policies providing for paid leave, you may be eligible for some paid Military Leave in accordance with applicable law. Please see Human Resources for more details.

Reinstatement

All employees on Military Leave are eligible for reinstatement subject to the terms of USERRA and applicable state law. If your period of service was less than 31 days, you should report to work on the next regularly scheduled work day upon your return home. If your period of service was 30 to 180 days, you should submit an application for reemployment within 14 days of the conclusion of your service. If your period of service was more than 180 days, you should submit an application for reemployment within 90 days of the conclusion of your service. You will either be reinstated to the same (or equivalent) position that you held prior to your leave or to the position that you would have been promoted to but for your Military Leave, as applicable to your circumstances. Additional training will be provided as necessary to assist you with reemployment. Each situation will be addressed on a case by case basis in accordance with USERRA and state law. If the circumstances at the Company have so changed during your Military Leave as to make reemployment impossible or unreasonable (such as a layoff or restructuring that eliminated your position), you will not be eligible for reinstatement.

Paid Parental Leave

CIEE will provide parental leave to US-based employees related to the birth or adoption of a child. The purpose of parental leave is to enable the employee to care for and bond with a newborn or a newly adopted child. This policy will run concurrently with Family and Medical Leave Act (FMLA), as applicable.

Objective

CIEE provides Parental Leave to eligible US-based employees. This revised policy will be in effect for births and adoptions occurring on or after January 1, 2019.

Eligibility

A US-based CIEE employee is eligible for leave under this policy for purposes of 1) the birth of a child or 2) the placement of a child in the employee's home due to adoption. In order to be eligible for Parental Leave, the employee must have worked for CIEE a minimum of 1,250 hours during the twelve (12) months prior to the start of Parental Leave.

Components and Duration of Parental Leave

Up to eighteen (18) weeks of paid and unpaid Parental Leave (combined) may be taken in any twelve (12)- month period.* Eligible employees will receive six (6) weeks of paid parental leave at 100% of the employee's regular rate of pay. Furthermore, eligible employees are permitted to take an additional twelve (12) weeks of unpaid Parental Leave for a total Parental Leave not to exceed eighteen (18) weeks. The birth of multiple children or the placement of multiple children in the home does not provide an employee with additional leave beyond what is granted in this policy.* All eighteen (18) weeks of Parental Leave will be job protected.**

Coordination with Short-Term Disability

For medical reasons, an employee may also be paid through CIEE's short-term disability benefit at 100% of pay. The duration of the short-term disability benefit will be determined by a third-party administrator and will be based on medical documentation. The job-protected** medical leave of absence associated with this short-term disability benefit does not run concurrently with Parental Leave but would be in addition to Parental Leave. As an example, a birth mother will be placed on a medical leave and receive a minimum of six (6) weeks of short-term disability pay for the delivery of a child. Once the disability benefit ends, the birth mother will be eligible for 18 weeks of Parental Leave (six (6) weeks of paid leave and twelve (12) weeks of unpaid leave) under this policy.

Coordination with FMLA and Other Leave Laws

Leave under the FMLA or any other state or federal leave laws will run concurrently with up to the first 12 weeks of parental leave and short-term disability.

Administration of the Leave

Payment Schedule: Paid parental leave will be payable on regularly scheduled bi-weekly pay dates.

Paid Parental Leave Scheduling: The paid portion of Parental Leave must be taken in one continuous, block. The six (6)-week paid Parental Leave must immediately follow the termination of any short-term disability benefits, if applicable, and will precede any unpaid Parental Leave. Paid leave under this policy cannot be taken intermittently*. Company paid holidays falling within the paid leave period cannot be used to extend time on paid leave.

Timeline: Parental leave must be completed within one hundred eighty (180) days of 1) the birth of a child, or 2) the first day of the child's placement in the adoptive home. Any unused parental leave outside of this one hundred eighty (180) -day timeframe will be forfeited.* A Medical Leave will not extend the length of Parental Leave beyond the one hundred eighty (180)-day expiration of the Parental Leave benefit.

Termination: Upon termination of the individual's employment with CIEE, he or she will not be paid for any unused paid parental leave for which he or she was eligible.

Vacation/Personal/Sick Time Accrual: Employees will continue to accrue vacation, personal and sick time during the paid portion of the leave. In addition, the employee will continue to accrue sick/personal time during any unpaid portion of the leave. The employee's personal/sick bank will be frozen once an employee converts to unpaid status and the accrued time will not be available for use until the employee returns to work. If employment terminates for any reason prior to returning from Parental Leave, the employee shall forfeit the personal/sick time accrual and CIEE shall be under no obligation to pay the employee for accrued but unused personal/sick time under this provision.

Vacation Cash Out: Prior to the employee's change to unpaid status, all accrued vacation time will be removed from the employee's bucket and the hours will be paid out to the employee as a lump sum payment.

Employee Contributions toward Benefits: Employee contributions will continue to be deducted from an employee's paycheck while on leave. If contributions are missed due to an employee's unpaid status, he or she must catch up on missed contributions within thirty (30) days following return to work.

Requests for Paid Parental Leave

The employee will provide his or her supervisor and the human resources department with notice of the request for leave at least thirty (30) days prior to the proposed start date of leave (or as soon as practicable, if the leave is not foreseeable). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

As is the case with all company policies, the organization has the exclusive right to interpret this policy in accordance with applicable law.

*Federal or State provisions for unpaid leave may still apply.

** Legitimate, non-discriminatory reasons for termination may still apply.

Personal Leaves

For reasons not covered by the FMLA or another statutory leave program, employees may be granted, at CIEE's sole discretion, an unpaid personal leave of absence. A Personal Leave of Absence does not offer job protection and may be granted for justifiable reasons only and must not disrupt business operations. A Personal Leave may be granted for a maximum period of three months to staff who have a minimum of one year of service and are in good standing, meaning not on a performance improvement plan. All requests must be made in writing and submitted to the employee's department head and Human Resources for review and approval at least four weeks before the leave is to commence. If the request is necessitated by an emergency, the department head and Human Resources must be notified immediately.

1. Benefits, which operate on an accrual basis (e.g., vacation, personal, etc.), will not accrue during this absence.
2. Health and dental insurance will continue during the leave to a maximum of 3 months, then the individual would become eligible for COBRA. (See explanation of COBRA benefits.)
3. All accrued Vacation and Personal/Sick time must be used during this leave period.
4. Retirement benefits will not be paid during a leave of absence.