


Category:	Compensation and Benefits	INCA Community Services Personnel Policy 
Sub Category:	n/a	
Effective Date:	10/1/1986	
Revised Date:	8/1/2012, 9/17	
Forms:		
Responsible: Human Resource Director, Supervisors, Management		

Leave and Benefit Eligibility Policy

Policy

INCA is committed to being a positive and engaging workplace. To achieve this goal INCA will provide benefits related to employee morale and welfare to employees. INCA provides benefits to eligible employee based on employment status, length of service and other criteria.

Due to INCA's program diversity and funding, leave and benefits will be limited within fund availability and/or grant requirements. Leave and benefits package will be clearly outlined in job description and terms of employment.

Purpose

INCA Community Services, Inc. provides leave and benefits to qualifying employees and wants to ensure leave and benefits are understood and taken in a manner that meets the needs of the individual and the agency. This policy serves as guidance for employees and supervisors to understand their roles with regards to leave time and benefit plans.

Types of Leave: Please see individual leave policies and procedures

- Annual Leave
- Sick Leave
- Holidays and Birthday Holiday
- Military Leave
- Funeral and Bereavement Leave
- Court and Jury Duty Leave
- Voting Leave
- Administrative Leave
- Family Medical Leave Act
- Inclement Weather
- Leave Without Pay

Types of Benefits: Please see individual benefit policies and procedures

- Mandated Fringe Benefits
 - Social Security
 - Unemployment Compensation

- Worker's Compensation
- Medical Insurance Plan
 - *Health*
 - *Dental*
 - *Life*
 - Vision Insurance
 - 125 Cafeteria Plan
- Retirement Plan (401k)

Eligibility

- Eligible leave and benefits will be clearly outlined in job description and terms of employment.
- A qualified employee for Leave and Benefits:
 - Regular Full Time or Regular Part Time Employees who must work at least thirty hours per week to participate in the Health Group Insurance plan.
- Employees not qualified for leave or benefits other than mandatory benefits are:
 - Interns
 - RAVE Program Participants
 - Consultants
 - On-Call - Examples: Head Start Substitutes, JAMM Transit Flex drivers, Career Opportunities HTS
- Holiday Pay Eligibility Exception: (see Holiday Policy for details)
 - JAMM transit flex drivers are eligible for leave on the four holidays listed below if they have worked a minimum of 87 hours during the month preceding the holiday.
- Inclement Weather and Administrative Leave (see policy)
- FMLA (see eligibility in policy)

Employee Responsibilities

- It is the responsibility of each employee to review the leave policies designed for them to better understand their leave and to know how to request it in a timely manner.
- Employees are responsible for maintaining an accurate account of their leave time in the EWS system under Action, Leave Entry. These totals will deduct and add as time is used and gained.
- Employees are responsible for insuring annual leave is used before the end of the program year.
- Employees are responsible for taking any floating holidays during the month in which they occur or they will be subject to losing the holiday pay for the month.
- Employees are encouraged to speak with their supervisors or designated representatives to maintain their leave in an appropriate fashion and to utilize it as needed.
- Employees who fail to utilize their leave time properly may be subject to disciplinary action up to and including termination.

Approval of Leave (Supervisor)

- Supervisors review and approve or deny all leave submitted.
- Leave may be denied:

- If leave interferes with the normal workday;
- If employee does not have enough annual or sick hours accumulated to cover time off;
- If employee is in 90 day introductory period;
- If employee is not eligible for leave;
- Employees who do not abide by the decision of the supervisor could receive disciplinary actions up to and including termination.

Supervisors or designated representatives will approve leave on the EWS following these procedures:

- Go to the EWS system at ews.incacaa.org
- Click on Manager
 - Then choose approve leave request
- Scroll through the employee list
 - Choose employee with a leave request entered. It will have a number out beside the name other than 0.
- Click on approve
 - A new box will pop up
 - Under request status choose approve or rejected
 - Enter notes
 - Click Save
- Once the approval is denied or approved it will send a message to the employee informing them of the decision.

Dissemination of Policy

The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.