

Emergency and Medical Leave

CBRI offers Emergency and Medical Leave to both exempt and non-exempt employees. *Emergency and Medical Leave can only be used once in a calendar year.*

Under the Emergency and Medical Leave policy effective April 1, 2019, an employee is eligible for up to two full week's pay in the event of an emergency or medical situation after 90 days of continued employment. This covers funerals, maternity, paternity, adoption and illness as described below.

Exempt Employees do not use this benefit for Funerals or Jury Duty, please submit PTO forms and it will be treated as PTO.

- Funerals- In the event of an extended family member, cousin, aunt, uncle, or an extended family member of a spouse or domestic partner, the employee will be allowed **one day** with pay. If more than one day is needed, discuss with your supervisor, a second day will be determined on a case by case basis. The employee may be asked to use PTO.
- Funerals – In the event of an immediate family member, brother, sister, mother, father, or grandparent, Castle will pay your hourly wage for **three days** with proof of death. Please submit an obituary or funeral program with your name listed as a surviving family member or employee will NOT be paid.
- Funerals – In the event that a spouse, domestic partner or death of a child, Castle will pay your hourly wage for up to 2 weeks. This can be taken at full pay for two weeks, or taken as described below.

100% of your wages for two full weeks,
66% of your wages for three weeks
50% of your wages for four weeks, then use PTO if available.

- Birth of a child or Adoption - Castle will pay your hourly wage for up to 2 weeks. There are three options to receive pay as described below: In the case of adoption, CBRI understands that these can be last minute, but please provide as much notice as possible.

100% of your wages for two full weeks,
66% of your wages for three weeks
50% of your wages for four weeks, then use PTO if available.

- Illness and/or Surgery – Castle will provide up to two week's pay with documentation from your physician that you are unable to work. This short-term assisted pay coverage will start after use of your accrued PTO. This benefit is allowed with planned or emergency surgery. It is Castle's contribution in ensuring better health and wellness to all employees.

- Jury/Witness Duty - When an employee is required to serve as a juror or is subpoenaed to serve as a witness, time off with pay will be granted for a period not to exceed ten business days as follows:
 - The employee must notify their manager upon receipt of a summons or subpoena so that arrangements can be made to accommodate the employee's absence.
 - Verification of an employee being seated on a jury, being detained in a jury pool, or subpoenaed as a witness is required.
 - If the court dismisses the jury early, the employee is expected to return to work as soon as possible and complete a regular work day comprised of civic time and time on the job.
 - Should the employee's work duties with the company be vital to its operation, the company may ask the court to excuse the employee from jury duty.
 - All proper paperwork must be submitted prior to receiving payments from CBRI.
 - Employee is required to submit payment as reimbursement for Jury Duty funds that are paid by the court and will be deducted from payroll on the following payroll. Currently MN Jurors are paid \$20 per day and receive 54 cents per mile for transportation. CBRI expects these funds to be documented and reimbursed to Castle.

*****Even if an employee only uses one week of time off for Jury Duty, that employee will NOT be eligible to use Emergency and Medical Leave until the next calendar year*****

Commissioned Employees will be paid based on an average gross wages over the last six months of payroll and will not be deducted from commission banks