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Southern Indiana Non-Exempt OCU Leave of Absence Policy

SCOPE

Southern Indiana Non-Exempt OCU

PURPOSE

To identify and clarify the Southern Indiana non-exempt OCU leave of absence policy.

POLICY

3.0 Reference

2021 – 2026 OCU Base Business Bargaining Agreement
OCU Return to Work from Illness or Injury Process
OCU Leave of Absence Process Document
Uniformed Service Leave of Absence and Reemployment Policy
OCU Attendance Policy
Absence Notification Policy

4.0 Definitions

4.1 Disability Carrier - Unum

5.0 Policy Statements/Statement of Work

5.1 Short-Term Time Off

Short Term Leaves are granted for periods not to exceed two (2) weeks, except as noted under Jury Duty. Where practical, the employee shall apply for a leave of absence at least fifteen (15) days in advance of commencement of the leave period.

5.1.1 Short-Term Unpaid Personal Leave

Purpose: Personal leaves may be granted for urgent personal business, complications arising out of a death in the family, etc. Due to the variety of circumstances that could prompt a request for personal leave, each request will be considered individually.

Duration: Up to two (2) weeks. An employee who is granted a personal leave and finds two (2) weeks insufficient, may apply in writing for an Unpaid Personal Leave as outlined in 5.2.2.

Pay: Unpaid

Approval: Direct manager and Line HR

Please review OCU Leave of Absence Process Document for process steps and additional information before commencing leave.

5.1.2 Jury Duty/Panel Duty

A Southern Indiana non-exempt employee may be granted time off when required to serve on jury duty.

Duration: Time required to fulfill jury obligations, as required by court.

Pay: Jury Duty/Panel Duty will be paid at the employee's regular rate of pay not exceeding the employee's regularly scheduled workday minus payment received from governmental agencies up to a maximum of forty (40) hours per week.

Upon completion of jury responsibilities, employees are expected to return to work. The expectation is that the combination of the employee's jury duty time, travel time, and work time is equivalent to a full day's work.

Hours allowed for jury duty and qualifications for jury duty shall be considered as hours worked for the computation of overtime pay. (Reference: 2021 -2026 OCU Base Business Bargaining Agreement)

Approval: Direct manager and Line HR

Please review OCU Leave of Absence Process Document for process steps and additional information before commencing leave.

5.2 Extended Leaves

Absences in excess of two (2) weeks are considered "extended leaves". All leaves outlined in section 5.2 are considered extended leaves. In general, employees are not paid while on extended leave, however there are some exceptions, noted below. Employees will continue to accrue seniority while on extended leave, provided they return to the Company at the conclusion of the leave. Where practical, the employee shall apply for a leave of absence at least fifteen (15) days in advance of commencement of the leave period.

An employee on an approved extended leave of absence may be made available and subject to the available employee process as outlined in Article 12, Section 3 of the 2021 – 2026 OCU Base Business Bargaining Agreement. Employees on an approved leave of absence must continue to abide by the provisions set forth in the OCU Attendance Policy and the Absence Notification Policy.

Medical, life, dental, disability and vision plan insurance benefits will be discontinued at the end of the month during which the leave commences, except as specifically noted under Education Leave, Disability Leave, or Family and Medical Leave. Under COBRA, employees on leave of absence may purchase medical coverage at a small premium over the cost to the Company. Except for those employees on short-term disability leave,

employees on extended leaves of absence will not be able to contribute to 401(k) or Qualified Savings Plans.

Questions concerning benefits eligibility related to an extended leave of absence should be referred to Cummins Benefits Administration (CBS), Nashville, Tennessee.

An employee engaging in gainful employment during a leave without the permission of the Company will be subject to termination.

An employee who wishes to go on an extended leave other than as described in this policy should discuss the matter with his or her supervisor and Human Resources representative. The employee should request the leave of absence in writing, giving the proposed length of time for the leave and the reason for the request. Extended leaves, other than Family and Medical Leave, must be approved pursuant to the HR Governance Matrix.

5.2.1 Education Leave

Purpose: Employees with at least one (1) year of continuous service in a non-exempt capacity may apply for educational leave to pursue further education. The employee's job performance and potential are taken into consideration as the manager is reviewing the employee's request. The course of study should be tied to the Company's skills needs.

Duration: The maximum duration of Education Leave may not exceed two (2) years.

Pay: Unpaid

Approval: The manager and the next level manager must approve. Additionally, the appropriate Human Resources manager and next level manager must approve.

Please review OCU Leave of Absence Process Document for process steps and additional information before commencing leave.

5.2.2 Unpaid Personal Leave

Purpose: Personal leaves may be granted for urgent personal business, complications arising out of a death in the family, etc. Due to the variety of circumstances that could prompt a request for personal leave, each request will be considered individually.

Duration: Up to ninety (90) days. An employee who is granted a personal leave and finds ninety (90) days to be insufficient, may reapply in writing for an extension of up to an additional ninety (90) days. Consecutive personal leaves may not exceed six (6) months. An employee who is granted an extended unpaid personal leave and finds six (6) months insufficient may request an extension

through their direct supervisor and Line HR Manager in writing but must be approved pursuant to the HR Governance Matrix.

Pay: Unpaid

Approval: Pursuant to the HR Governance Matrix (as described in section 5.2)

Please review OCU Leave of Absence Process Document for process steps and additional information before commencing leave.

5.2.3 Disability Leave (Short Term or Long Term)

Purpose: A disability leave of absence will be granted to an employee who becomes disabled to the extent that he/she is unable to perform the duties of the position or other positions commensurate with his/her abilities.

Duration: Pursuant to benefit period as described in applicable summary plan descriptions. Typically, up to twenty-six (26) weeks for Short Term Disability and to age sixty-five (65) for Long Term Disability. The employee must notify his or her manager and HR and contact the Disability Carrier to initiate a claim. Based on the nature of the disability and medical information collected, the Disability Carrier will determine the duration of the disability leave. (Reference: 2021 – 2026 OCU Base Business Bargaining Agreement)

Pay: See the applicable Summary Plan Description for pay provisions during disability leave, 2021 – 2026 OCU Base Business Bargaining Agreement, Article 21 Insurance, Sections 4 and 5.

Employees will retain all benefits during the short-term salary continuation period. All noncontributory benefits and certain contributory benefits, if the employee pays the premium, will continue while on disability leave. (Reference: 2021 – 2026 OCU Base Business Bargaining Agreement)

Approval: Employee should inform direct manager of need for leave as soon as possible. Disability leave must be approved by the Disability Carrier. Employees returning from disability leave must contact the Disability Carrier and submit a Return to Work Release Form to HR and/or the Cummins medical facility prior to their return to work. Pursuant to the OCU Return to Work from Illness or Injury Process Policy.

Please review OCU Leave of Absence Process Document for process steps and additional information before commencing leave.

5.2.4 Military Leave

Military leave is covered separately under the Uniformed Service Leave of Absence and Reemployment Policy.

5.2.5 Public Service Leaves

Purpose: An employee with two (2) or more years of seniority may be granted leave to work for a governmental agency, a non-profit organization, or to hold a public office, at the request of and/or with the approval of, the Company. Seniority accrued may be granted for all or part of such leaves.

Duration: As agreed with Vice President – Human Resources.

Pay: Unpaid

Approval: The Vice President - Human Resources must approve all public service leaves.

Please review OCU Leave of Absence Process Document for process steps and additional information before commencing leave.

5.2.7 Other

In addition to leaves noted in this policy, Cummins offers additional paid and unpaid leave for certain circumstances, as noted below:

See Family and Medical Leave Policy for unpaid leaves to care for certain family members, maternity/paternity leaves and adoption leave.

See Paid Parental Leave Policy for paid leave for purposes of bonding with a newly born, adopted or foster child under the age of 18.