NCCADV
North Carolina Coalition
Against Domestic Violence

Compassionate Extended Leave

Compassionate Extended Leave allows eligible staff to take a paid leave of absence of up to eight weeks (8)/ (320 hours) from performing the duties and responsibilities of their job, due to personal health, family health circumstances, to deal with the consequences of violence, intense situations of grief, community grief, or other extenuating circumstances.

a. The purpose of the Compassionate Extended Leave is meant to respond to a staff member's loved one's health or life circumstances or to allow an employee additional time to grieve.
b. This policy will be reviewed annually for feasibility and sustainability, with changes made as needed.

Eligible employees must meet the following criteria:

1. Have been employed with NCCADV for at least 90 days and passed their probationary period. Staff who have been employed for fewer than 90 days are not eligible for paid bereavement leave but are eligible for up to 12 weeks of unpaid leave.
2. Be a full- or part-time, regular employee (temporary employees and interns are not eligible for this benefit). Bereavement leave will be pro-rated for employees regularly scheduled to work fewer than 40 hours per week.

Amount, Time Frame and Duration of Compassionate Extended Leave

1. Paid Compassionate Extended Leave is granted to all employees for a maximum of up to eight weeks (8) / (320 hours) without a loss of benefits.
2. Paid Compassionate Extended Leave length will be pro-rated for part-time employees regularly scheduled to work fewer than 40 hours per week.
3. Each week of paid Compassionate Extended Leave is compensated at 100 percent of the employee's regular, straight-time weekly pay.

4. Approved paid Compassionate Extended Leave may be taken at any time during the 12-month period immediately following the triggering event be it personal health, family health circumstances, to deal with the consequences of violence, intense situations of grief, community grief, or other extenuating circumstances.
5. Employees may take paid Compassionate Extended Leave consecutively or intermittently during the time period specified above. Any unused paid Compassionate Extended Leave will be forfeited at the end of the 12-month time frame following the triggering event.
6. If there is a second loss/complicated situation within a 12-month period that may necessitate another usage of the Compassionate Extended Leave policy, meet with supervisor to discuss options. Accommodation for employees will work to center employees' well-being while maintaining the Coalition's mission.
7. In all cases when the leave is granted, it is expected that the employee intends to return to NCCADV at the conclusion of the leave of absence.

Coordination with Other Policies

1. In the event that NCCADV falls under the Family and Medical Leave Act, this policy will run concurrently with that Act and will be revised as needed.
2. NCCADV will work with the employees to coordinate bereavement leave with any other eligible benefits.

Request for Compassionate Extended Leave

1. The employee's request must be supported by substantial reasons and approved by the employee's supervisor.
2. Documentation supporting reasoning for leave is required. (Please note this is not documentation of death or ailment.)
3. All requests for Compassionate Extended Leave under this policy must be made in writing and should be submitted to the Executive Director as far in advance as possible. If the Executive Director is unavailable, leave requests should be made to the employee's direct supervisor or the Director of Operations. Requests should include the following information:

i. Anticipated length of absence
ii. Dates of when the leave is expected to begin and end
iii. A general statement of the reason(s) for requesting the leave of absence
iv. Continuation of Work Plan
v. Preference for communication about the cause and condition of leave with Coalition staff throughout the extent of employee's leave

Continuation of Work Plan

1. Employees must create a Continuation of Work Plan in the following scenarios:
    a. Utilizing the Compassionate Extended Leave for more than four consecutive weeks
    b. Utilizing the Compassionate Extended Leave for at least two consecutive weeks immediately following the use of the Bereavement Leave
2. The Continuation of Work Plan must be received by the end of the fourth consecutive week of utilizing the Compassionate Extended Leave or by the second consecutive week if utilizing directly after the use of the Bereavement Leave.
    a. The purpose of the Continuation of Work Plan is to provide the Coalition with a guide on how to continue the work of the employee out on leave without having to contact the employee. This plan aims to decrease any additional burden put onto colleagues and streamline the transition to temporarily continuing work without the employee on leave to prevent colleague burnout and major delays in deliverables.
3. The Continuation of Work Plan should be a written document including the following information:
    a. Important deliverables that cannot be delayed. Including recipient contact information, deadline, details of deliverable, work already done, and any other information necessary to complete the project

b. Any necessary account login information needed to continue work on deliverables
c. Information on upcoming meetings that a member of the Coalition should attend
d. Optional: a list of tasks and deliverables that are not urgent and can be set aside until the return of the employee on leave
e. Optional: We recognize that grief cannot be anticipated, and that continuing productivity will not be the priority of the employee needing Compassionate Extended Leave. Therefore, employees are encouraged to always maintain a Continuation of Work plan in case of any personal tragedies. Employees are encouraged to update this running Continuation of Work plan periodically.

Return to Coalition Plan

1. When an employee returns to the Coalition after four or more consecutive weeks of Compassionate Extended Leave, employees will be required to meet with the Coalition's Executive Director. If the Executive Director is unavailable, the employee should meet with the employee's direct supervisor or the Director of Operations.
2. This meeting is meant to ensure the employee is receiving any support and/or resources they may need in their time of grief.
3. To best support the employee, this meeting will be as flexible as possible in structure, length, and timing.

Benefits of Compassionate Extended Leave

1. During Compassionate Extended leave of two or more consecutive weeks (80 hours for full-time staff, pro-rated for part-time), the employee will accrue sick leave at 50%.
2. If compassionate extended leave is taken for two or more consecutive weeks (80 hours for full-time staff, pro-rated for part-time) then accrual of vacation leave will be paused

until the employee returns to work at which time both sick and vacation leave will continue to be accrued at their normal rates.

3. NCCADV will continue to pay the employer's share of health/dental/vision insurance premiums and retirement contributions.
4. After authorized Compassionate Extended leave, an employee returns to their previous salary. Employees receive pay increases and other benefits as if they had not taken leave.
5. Benefits already earned are retained upon return to work.