BEREAVEMENT LEAVE

Isaac’s Deli, Inc. recognizes the personal strife involved with the death of a close family member and recognizes the need for time to deal with personal responsibilities and grief.

Benefits Eligible employees may receive bereavement pay benefits in the form of up to three paid consecutive working days off per death.

Bereavement Leave shall only be granted for up to three working days the employee takes off within the time of the death and funeral.

The General Manager of the restaurant shall make the final determination of days off to the three-day maximum. If the affected employee is a General Manager or Corporate Office Staff Member, the appropriate Senior Manager shall make the determination.

Isaac’s Deli, Inc. shall allow the bereavement benefit for the death of a close family member defined as employee’s spouse, recognized domestic partner, parent (including in-laws), child (including step or adopted children), sibling, aunt, uncle, niece/nephew, grandparent (direct ancestor), grandchild (direct descendant) or any relative who lives with the employee.

**Pay Calculations**

Bereavement Pay is calculated using the employee’s current PTO rate.

**PERSONAL LEAVE OF ABSENCE**

**POLICY**

On occasion it may be necessary for an employee to be absent from work for an extended period of time. If an employee requires extended time off but has insufficient accumulated PTO and does not qualify for a leave under any other leave policy, he/she may request a personal leave of absence without pay.

Employees may request and be granted a Personal Leave of Absence up to four (4) consecutive workweeks in a rolling 12 month period, per incident requiring leave. Employees requesting a leave of absence to engage in employment elsewhere will be denied. Seasonal Employees (*defined in Benefits Section b-3*) are not subject to the length of time requirement for a personal leave of absence while on seasonal leave. All other aspects as outlined in this policy, apply to seasonal leave.

A request for an unpaid Personal Leave of Absence may be submitted by the employee to his/her General Manager or supervising Senior Manager in writing with anticipated beginning and ending dates. Employees with an unknown anticipated date of return may be denied a leave of absence.

The General Manager or supervising Senior Manager cannot guarantee placement within the same position or availability of a position at the conclusion of a Personal Leave of Absence. Every effort will be made to reinstate an employee into the position that he/she held prior to the leave. If the same position is not available upon their return, the General Manager or Supervising Senior Manager, at its sole discretion, may offer the employee another available position. Employees who elect not to accept an alternative position after return from a leave of absence will be terminated. However, he/she will be eligible for rehire if their original position becomes available at a later date. If an employee fails to return to work following a leave of absence or 4 weeks after the first day of Leave, he/she may be terminated. Engaging in gainful employment during a leave of absence may be considered a voluntary resignation.

A Personal Leave of Absence is not considered a break in service for determining the amount of PTO eligibility or length of continuous service with the company. However, employees do not accrue PTO during a Personal Leave of Absence.

Continued Health Insurance eligibility is determined according to the rules of the Affordable Care Act and by additional criteria under Isaac’s Health Care Plan qualifications.

The above notification requirements do not apply to Worker’s Compensation or a Leave taken under the Family Medical Leave Act of 1993. Extensions may be granted to accommodate employees who have a serious health condition due to injury or illness. Leaves taken under the Family Medical Leave Act must comply with the notification requirements stated in the Act of 1993. Personal Leave of Absence may not be taken to extend Family Medical Leave.

**EXTENDED LEAVE POLICY FOR EMPLOYEES WHO HAVE A SERIOUS HEALTH CONDITION DUE TO INJURY OR ILLNESS.**

In order to encourage employees to return to work, plan for business in an orderly and efficient fashion, and give employees who need extended leave for reasons of illness or injury a reasonable time to recuperate and recover, Isaac’s Deli, Inc. has adopted the following policy:

**Policy.** If an employee’s illness or injury requires a leave of absence for more than 12 weeks (FMLA qualified) or 4 weeks (non-FMLA qualified), Isaac’s Deli, Inc. may, with satisfactory medical evidence, extend an employee’s leave up to an additional 8 weeks, or a total of 20 weeks in a 15 month rolling period (FMLA qualified) or a total of 12 weeks (non-FMLA qualified). Eligible employees include those who are unable to work due to illness, pregnancy/birth or injury (other than intentional self-inflicted injuries or unlawful activities). In cases where eligibility requirements are in question, FMLA eligibility criteria will apply. FMLA eligibility criteria for this purpose are limited to the employee’s illness, pregnancy/birth or injury (other than intentional self-inflicted injuries or unlawful activities).

If however, a limited period of additional leave will not enable the employee to return, or if the operational needs of Isaac’s Deli, Inc. make additional leave impossible, reemployment cannot be guaranteed but he/she may apply for vacant positions when he/she is able to return to work.

**Benefits.** Continued Health Insurance eligibility is determined according to the rules of the Affordable Care Act and by additional criteria under Isaac’s Health Care Plan qualifications.

Employees will not accrue paid time off (“PTO”) while on Extended Leave.

**Procedure.** While on Extended Leave, employees are required to report periodically to their supervisor, at least every thirty (30) days, regarding the status of their medical condition and their intent to return to work. Employees may be required to provide satisfactory medical evidence substantiating their need for continued leave.

**Conclusion of Leave.** Supervisors cannot guarantee placement within the same position or availability of a position at the conclusion of an extended leave. Every effort will be made to reinstate an employee into the position that he/she held prior to the leave. If the same position is not available, alternate positions may be offered. Employees who elect not to accept an alternative position after return from an extended leave will be terminated. However, he/she will be eligible for rehire if their original position becomes available at a later date.

If at the end of the Extended Leave, an employee is still not able to return to their job because they are unable to perform the job, either with or without reasonable accommodation, due to illness or injury, Isaac’s Deli, Inc. may allow the employee to bid for any unfilled position that the employee is qualified for and capable of performing with or without accommodation. If an employee is unable to return to either their job or an unfilled position which they are qualified for and capable of performing, because of illness or injury for a period of 20 weeks within a 15 month rolling period (FMLA qualified) or 12 weeks (non-FMLA qualified), reemployment can no longer be guaranteed. However, the employee may apply for vacant positions when he/she is able to return to work.

MILITARY LEAVE/VETERAN REEMPLOYMENT

ISAAC’S DELI, INC. will comply with all provision of the Uniform Services Employment and Re-employment Rights Act and will provide any rights and benefits required by said Act.