

Annual Leave Hardship Request Policy and Procedures:

Procedure for Completing Hardship Request:

1. Employee Completes the Annual Leave Hardship Request Form
2. Employee Obtains copy of bill, invoice, etc. as proof of financial hardship (if using multiple bills include copy of each)
3. Original Request Form and Copy of Bill(s) are forwarded to Human Resource Director at the Main Office for approval

Policy as stated in the CAI Employee Guidelines for Personnel Management, Policies, and Practices page VIII-7

Employees may request for a hardship payment of current annual leave balance once a calendar year for up to a maximum of 40 vacation hours. To qualify for the advance, the employee must provide proof of financial hardship (see listing below of qualifying hardships) along with the hardship request form and have a minimum annual leave balance of the amount requested.

- a. Medical expense incurred by employee, their spouse or dependents
- b. Purchase of employee's principal residence
- c. Paying tuition for the next semester of post-secondary education for employee, their spouse or dependents
- d. Preventing foreclosures of employee's principal residence or eviction from their principal residence
- e. Burial and/or Funeral Expenses for employee's deceased parent, spouse, children or dependents

The Executive Director and Human Resource Director will review the request and make a determination within 2 business days from the date of receipt. If approved the hardship payment will be issued by check within 2 business days from the date of approval. If denied the employee will be contacted in writing within 2 business days from the date of denial. In the event that either the Executive Director or Human Resource Director are not available to review the request in the 2 business day time frame, the Fiscal Officer will assist in reviewing the request.

April 26, 2011