

sick time will be reinstated in the same amount as the employee had on his/her last date worked. Health insurance will be reinstated on the first day of the calendar month after which the employee is returned to active status (merely attending an orientation or training session is not “active status”).

If the employee returns after six (6) months from his/her last date worked, the employee will be treated as a new employee, whose service date will be handled in accordance with policy section 16.4.

#### **17.4 Return From Inactive or Non-Employee Status**

Employees can be placed on inactive status for a number of reasons, such as a furlough or a leave of absence. Additionally, former employees (including those who quit or are laid off or terminated) are sometimes rehired by CAPSLO. Employees who are on leave for approved PDL, Family & Medical Leave or workers’ compensation leave will be treated as having no break in service while on such status. Otherwise, when a person returns from either inactive or non-employee status, CAPSLO will adjust the person’s seniority date to reflect the period of such status, unless otherwise required by law. There is no service credit earned during any period of inactive or non-employee status, regardless of the cause, unless otherwise required by law.

An employee who returns from layoff or furlough status within six (6) months of his/her last date worked will be treated in accordance with section 16.3. Employees returning from a leave of absence will be treated in the same manner. Such employees will not be treated as having a “break in service” until and unless their period of inactive/non-employee status exceeds six (6) months. If an employee returns after having resigned or being terminated from employment with CAPSLO, the employee will be deemed to have had a “break in service” once his/her non-employee status exceeds thirty (30) calendar days.

Once there is a “break in service,” the employee will need to satisfy a new waiting period to resume health insurance coverage. Past service credit will be counted toward determining the returning employee’s new service date in accordance with a specific formula, with one exception: involuntarily terminated employees with a break in service will not receive any credit for prior service. The service-credit formula is a ratio between the prior years of service and the period of non-employee status. Details of this formula and its application are available from the Human Resources Department. If any service-credit issues in any specific CAPSLO benefit plan requires different calculations of service credit or a different result, the terms of such plan will control, but only as to the specific plan at issue.

### **18.0 REIMBURSEMENTS**

#### **18.1 Business Expenses**

You must have your supervisor’s written authorization (requisition, purchase order, etc.) prior to incurring any expense on behalf of CAPSLO. All reimbursable expenses must be supported by receipts and other information and documentation to enable CAPSLO to properly identify and approve the expense. Employees will not be reimbursed for unsubstantiated expenses.

Employees who are required to travel on CAPSLO business will be reimbursed for their expenses in accordance with the current Travel Allowance Schedule, which is available from the Finance Department. Private vehicles use will be reimbursed on a per-mile basis at an established rate. This reimbursement covers all costs associated with the use of the private vehicle, including gas, repairs, maintenance and insurance. Where more than one employee is driving to the same event, employees will be encouraged to carpool. Unauthorized travel expenses may not be reimbursed.

Meals will be paid at a per diem rate. Lodging arrangements must be made through CAPSLO and may be either reimbursed or pre-paid by CAPSLO. Employees may be required to reimburse CAPSLO for an unexcused failure to utilize pre-paid travel, lodging or other arrangements.

## **18.2 Job-Related Education, Training & Conferences**

Mandatory training programs for current employees are provided without expense to the employee. From time to time, CAPSLO also may select employees at its discretion to attend workshops, conferences or training programs. Your time spent attending mandatory training or other programs that you are requested by CAPSLO to attend will be treated as time worked.

Where a course, conference or educational program is not mandatory for your job, but would be directly related to your job or beneficial to CAPSLO, an eligible employee may request that CAPSLO reimburse him/her for costs and travel expenditures for attending the course or conference. Depending on the potential value to CAPSLO of your attendance at such a program, and independent of whether or not CAPSLO approves paying for the cost, your time spent at the program might or might not be paid. Requests should be made well in advance of the employee attending, since requests are not automatically approved. Employees who submit requests after paying for the program or other expenses, or after making any commitment to pay any portion of such expenses, do so at their own risk. Be sure to make your request as far in advance as possible; this will make it easier for your supervisor to accommodate the scheduling of the program. Requests will be determined on a case-by-case basis by your Program Manager, to whom requests should be directly submitted. Additional criteria apply; see the Human Resources Department for details.

If your workload permits, you should take the opportunity to learn more about CAPSLO and its services. You are always encouraged to ask questions about any aspect of CAPSLO that is of interest to you.

## **19.0 CONCLUSION**

As CAPSLO develops, and as the laws and the needs of the employees change, CAPSLO will also change its policies to keep pace. CAPSLO will make every effort to keep employees informed of any changes.

Our best interests (yours and CAPSLO's) depend upon productivity and teamwork. The spirit of cooperation is always a vital factor in the success of any business, and we very much want this spirit to be present in each employee.