

NOTE: This is a quick reference guide; full policies are on NavTeams in the Files/Policies section.

Policy	Details	More Information								
Absenteeism/ Call-in Procedure	<p>All employees, who are absent for any reason, should notify their supervisor in advance of the absence.</p> <p>All absence is requested in Workday's time tracking system with supervisor approval. <i>Unexcused absence, excessive absence, and tardiness can result in disciplinary action up to and including dismissal.</i></p>	<p>Please refer to the Attendance Policy on NavTeams</p>								
Meal Periods & Breaks	<p><u>Colorado requirements:</u></p> <ul style="list-style-type: none"> Meal period: 30 minutes unpaid when scheduled shift exceeds 5 hours. Rest period: At least 15 minutes paid in the middle of each 4-hour shift. 	<p>Timekeeping Policy on NavTeams Hr.inbox@navigator.org</p>								
Pay Day Logistics	<p>Paychecks are set up through direct deposit in Workday. The Navigators pays on a bi-weekly cycle, so there are approximately 26 paychecks issued each year.</p>	<p>Payroll@navigator.org</p>								
Overtime/ Flex Time	<p><u>Overtime:</u> Hourly employees who work more than 40 hours in each work week are paid an overtime rate (1 ½ of hourly rate). Daily overtime is paid per applicable state law. Overtime work requires supervisory approval.</p> <p><u>Flex Time:</u> <i>Within the same week</i>, an employee may take time off from work in lieu of being paid overtime. This must be coordinated with the supervisor.</p>	<p>Timekeeping Policy on NavTeams AND/OR contact your supervisor Hr.inbox@navigator.org</p>								
Time Entry	<p><u>Hourly employees:</u> All work time and paid time off must be entered in Workday by the end of the day on each Friday. It is helpful to enter time prior to the deadlines in case there are any questions.</p> <p><u>GE Time Clock employees:</u> All work time and paid time off must be entered by the last assigned shift in the week, but no later than Saturday each week.</p> <p><u>Salary employees:</u> Paid time off must be entered in Workday by the Friday before payroll.</p>	<p>Timekeeping Policy on NavTeams OR Hr.inbox@navigator.org</p>								
Holidays	<p>Part-time employees will be paid for the number of hours they would normally work on the day of the holiday. If the employee is normally off, no additional holiday pay or time off is given. The Navigators holidays are:</p> <table border="0"> <tr> <td>New Year's Day</td> <td>Martin Luther King Jr. Day</td> </tr> <tr> <td>Good Friday</td> <td>Memorial Day</td> </tr> <tr> <td>Independence Day</td> <td>Labor Day</td> </tr> <tr> <td>Thanksgiving Day (2 days)</td> <td>Week Between Christmas and New Year's</td> </tr> </table> <p>Glen Eyrie holiday schedules are posted on <i>The Pulse!</i></p>	New Year's Day	Martin Luther King Jr. Day	Good Friday	Memorial Day	Independence Day	Labor Day	Thanksgiving Day (2 days)	Week Between Christmas and New Year's	<p>Holiday Policy on Leave Policy on benefits@navigator.org</p> <p>Contact your manager OR benefits@navigator.org</p>
New Year's Day	Martin Luther King Jr. Day									
Good Friday	Memorial Day									
Independence Day	Labor Day									
Thanksgiving Day (2 days)	Week Between Christmas and New Year's									
Sick Time Off	<p>Sick hours are to provide paid time off (PTO) during personal or family illness. Sick time is accrued bi-weekly and prorated based on regularly scheduled hours. Unused sick time is not paid out at termination.</p>	<p>Leave Policy on NavTeams</p>								
Personal Time Off	<p>Personal time is PTO for personal appointments that are not possible to schedule outside of work hours. Personal time must be approved in advance by supervisor. Personal time is accrued bi-weekly and prorated based on regularly scheduled hours. Unused personal time is not paid out at termination.</p>	<p>Leave Policy on NavTeams</p>								
Vacation Time Off	<p>Vacation needs to be coordinated with an immediate supervisor. Vacation is accrued bi-weekly and prorated based on regularly scheduled hours and years of service. Unused vacation is paid out at termination.</p>	<p>Leave Policy on NavTeams</p>								

Available Leave at The Navigators

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Bereavement Leave	Bereavement leave can be taken when a death occurs within immediate family (spouse, brother, sister, parent, child, grandparent, father- and mother-in-law). Additional time can be covered by personal or vacation PTO balances. (See <i>Leave Policy</i> .)	10 paid days for immediate family 5 paid days for close personal relationships 1 Day to attend funerals Leave Policy on NavTeams
Community Involvement Program	In support of the many non-profits and charitable organizations serving in Colorado Springs, an employee may take time away from work to serve the community as a volunteer. The time away must be approved by HR and the supervisor.	2 paid days benefits@navigators.org
Domestic Abuse	Colorado employees may be eligible for time away from work Contact benefits@navigators.org .	Approval required. Leave Policy on NavTeams
Family and Medical Leave Act of 1993 (FMLA)	If an employee has worked for a minimum of 12 months/1,250 hours, the employee is eligible for FMLA for: 1.) the birth or initial adoption/fostering of a child, 2.) to care for an immediate family member with a serious health condition, 3.) a qualifying exigency, 4.) serious health condition of employee. (See <i>Family & Medical Leave Act Policy</i> .)	Up to 12 weeks of unpaid leave and job protection in a rolling 12-month period Approval is required Please reach out to HR at benefits@navigators.org
Jury Duty	Employees who receive a jury summons, must immediately notify supervisor. Employees notify HR the amount of any jury fees received. (See <i>Leave Policy</i> .)	3 paid days, subsequent days as paid by the state. Excused from work. Leave Policy on NavTeams
Marriage Leave	Marriage leave is available during the marriage and honeymoon for an employee who plans to continue working for The Navigators following marriage. Employee uses personal or vacation PTO for additional time. (See <i>Leave Policy</i> .)	2 paid days Leave Policy on NavTeams
Military Leave of Absence	Employees contemplating military leave or returning from military leave should contact HR regarding expected departure and return dates.	The Navigators complies with the applicable provisions of USERRA. Leave Policy on NavTeams benefits@navigators.org
Short-Term Missions	Experience a facet of The Navigators by joining an existing <i>Navigator-sponsored</i> short-term missions' trip. Leave must be approved and coordinated with supervisor.	12 days Leave Policy on NavTeams
Unpaid Leave	When an employee has exhausted or does not qualify for other forms of leave, HR may approve, in its discretion, unpaid leave. Contact HR/Benefits at	Approval Required benefits@navigators.org

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Worker's Compensation	The Navigators is insured by the various states where employees serve. Please contact Corporate Affairs/Risk Management (CARM) for questions.	Please report all injuries to supervisor within 24 hours. CARM@navigators.org
F3: Faith, Family and Friends Day	Starting 01/01/2023 Eligible employees will now receive 5 paid days. This leave is intended to spend time with Family/Friends or alone with God (DAWG/TAWG) You will need to coordinate this leave with your supervisor.	5 paid days annually www.navbenefits.org/time-off benefits@navigators.org
Adoption/Foster Care	What is adoption leave? It is a temporary absence from any employee's position that applies to those who have recently become legal guardians of a child. Our paid adoption/foster care placement leave allows bonding time with that child. You can also use part of this leave to go to appointments or meetings related to the adoption procedure. Eligible employees qualify for up to 2weeks of paid time off	2 weeks of paid time off annually Information can be found on www.navbenefits.org/time-off benefits@navigators.org
Maternity Leave	What is maternity leave? It is a temporary absence from an employee's position and will be granted to support expectant mothers who require time off for pregnancy and childbirth recovery and baby bonding time. Eligible employees qualify for up to 10weeks of paid time off	10 weeks of paid time off annually www.navbenefits.org/time-off benefits@navigators.org
Paternity Leave	What is paternity leave? It is a temporary absence from an employee's position and applies to fathers who require time to care for and bond with their infant or adopted/foster care child/children. Eligible employees will receive up to 10 paid days for birth/bonding	10 Paid Days annually www.navbenefits.org/time-off benefits@navigators.org
Short-term disability	Short-term Disability allows up to 12 weeks off for any planned or unplanned time, that you are temporarily disabled. Short-term disability pays up to 12 weeks at 60% of your pay, after a 7-day elimination period. Eligible employees will work with the HR leaves and benefits specialist to start the process	Up to 12 weeks off at 60% of an eligible employee's pay www.navbenefits.org/disability-coverage benefits@navigators.org
Long-Term Disability	Long-term Disability allows eligible employees to take time off for any planned or unplanned time, that you are temporarily disabled. Long-term term disability pays up to 66 2/3 of your pay, after a 90-day elimination period. Eligible employees must complete 90days of short-term disability to apply for long-term disability. Employees will work with the HR leaves and benefits specialist to start the process	Length of time is based on age and when the disability occurred www.navbenefits.org/disability-coverage benefits@navigators.org