Military Family Leave
An employee who is the spouse of a qualified member of the military is eligible for up to 10 days of unpaid leave to spend time with a qualified military spouse on leave from deployment. Upon receipt of orders for military leave, an employee should request family leave as soon as possible.

RELIGIOUS OBSERVANCES
CNE provides reasonable time away from work for employees requesting time for religious observance. Based on business needs, CNE will reasonably accommodate such requests that are made in advance and approved by your manager. An employee may choose to use Paid Time Off, if available, for this purpose or take time as leave without pay. Under some circumstances, your work schedule may be adjusted to accommodate your request for time away from work for religious observances.

Any employee who falsifies information to secure or extend a leave, fails to return to work at the end of an approved leave, or accepts other employment (during the leave or within the ninety (90) day return period) will be terminated.

MATERNITY AND PATERNITY LEAVE
CNE offers paid Maternity and Paternity Leave for new parents following the birth or adoption of a child. This leave is offered at 5 days of full pay, and up to 12 weeks total. Any remaining time after the first 5 days of paid leave can be taken unpaid or using your available PTO. Employees must have worked at least 1 year (1250 hours) to qualify for Maternity and Paternity Leave.

LEAVES OF ABSENCE POLICY
As CNE does not employ 50 or more employees within 75 miles, CNE is not a covered employer under the Family and Medical Leave Act (FMLA). However, CNE may offer a leave of absence, of up to 12 weeks of unpaid time off, to accommodate employees who encounter unusual or unavoidable circumstances that necessitate an extended period of time away from their job.

This policy covers the following types of leaves:
A. Medical Leave – may be provided to employees who are temporarily unable to work due to a serious illness or medical disability for themselves or an immediate family member.

B. Occupational Leave – may be provided in the case of a work-related illness or injury when properly reported, supported by satisfactory evidence and validation. Such leave will be terminated if the employee is placed on total and permanent disability or when the employee is capable of returning to work as certified by the physician in charge of the case, whichever is shorter.

C. Other Leave – may be granted in other cases for special circumstances. Requests will be evaluated under each circumstance and in compliance with Federal and state laws before approved. This leave cannot be granted for self-employment or for any other type of employment.

1. Eligibility: Full-time employees who have successfully completed their introductory period are eligible to request a leave of absence.

2. Compensation during Leave: A leave of absence will be without pay. If the employee has accrued PTO, they will be required to use any and all remaining PTO before being considered for an unpaid leave of absence. The employee is not eligible for paid holidays while on a leave of absence.