

## OCU Leave of Absence Process Document

### **Short-Term Unpaid Personal Leave**

1. The employee shall provide leave request to direct supervisor and Line HR via email; communication must include:
  - a. Dates for leave request
  - b. Justification for leave
2. Manager must consult Line HR to determine whether the leave request shall be approved.
3. If approved, manager must enter **Excused Unpaid US.COL.SI** pay code into the employee's timecard on the appropriate dates and for the appropriate number of hours before payroll close.

*\*\*Please note that a short-term unpaid personal leave can only be granted for up to two (2) weeks. If the employee requests time greater than two (2) weeks, they will need to apply in writing for an Unpaid Personal Leave as outlined in section 5.2.2 of the Southern Indiana Non-Exempt OCU Leave of Absence Policy.*

### **Jury Duty/Panel Duty**

1. Employee shall provide summons they received from the court to [sipsleaves@cummins.com](mailto:sipsleaves@cummins.com).
2. Manager must update the employee's timecard with the **Jury Duty US.COL.SI** pay code for the date(s) and number of hours the employee was required to serve before payroll close.
3. Once jury duty/panel duty has been completed by the employee, the employee must provide pay voucher from the court to [sipsleaves@cummins.com](mailto:sipsleaves@cummins.com) to verify the number of hours they were paid to serve as a juror.
4. SIPS payroll will send the voucher to CBS Payroll to ensure the employee receives any additional pay that may be due to them for those hours.

### **Education Leave**

1. An employee with a minimum of one (1) year of continuous service in a non-exempt capacity may send a written request via email to the employee's direct supervisor and Line HR Manager; the communication must include:
  - a. Dates for the leave request
  - b. Details of further education the employee wishes to pursue, e.g., degree type, course of study, institution, explanation of how the course of study ties to the Company's skills needs, etc.
2. The direct supervisor and second level supervisor will discuss request with the Line HR Manager. This group should consider relevancy of request to the Company's skills needs and the employee's job performance and potential to determine whether request will be approved.
3. If approved, the direct supervisor will need to send an email to EBU PSBU Line HR Team (Sandra Fleenor) with leave details that must include:
  - a. Type of leave (Education Leave)
  - b. Dates for which the leave will be active.
  - c. Please copy Line HR Manager on this communication.
4. SIPS will update the OneSource record accordingly.
5. Once the employee returns from leave, the direct supervisor will need to verify return date with EBU PSBU Line HR Team (Sandra Fleenor) via email to ensure OneSource is appropriately updated.

*\*\*Please note that an Education Leave may not exceed two (2) years and employees need to read and understand the pay/benefit impact as outlined in section 5.2 of the Southern Indiana Non-Exempt OCU Leave of Absence Policy.*

### **Unpaid Personal Leave**

1. The employee shall provide leave request to direct supervisor and Line HR Manager via email; communication must include:
  - a. Dates for leave request
  - b. Justification for leave
2. The direct supervisor shall work with Line HR Manager and seek to obtain approval pursuant to the HR Governance Matrix should they believe the need for leave is appropriate.
3. Once approved pursuant to the HR Governance Matrix, the direct supervisor will need to send an email to EBU PSBU Line HR Team (Sandra Fleenor) with leave details that must include:
  - a. Type of leave (Unpaid Personal Leave)
  - b. Dates for which the leave will be active.
  - c. Please copy Line HR Manager on this communication.
4. SIPS will update the OneSource record accordingly.
5. Once the employee returns from leave, the direct supervisor will need to verify return date with EBU PSBU Line HR Team (Sandra Fleenor) via email to ensure OneSource is appropriately updated.

*\*\*Please note that an Unpaid Personal Leave may not exceed ninety (90) days initially and/or six (6) months with an approved extension employees need to read and understand the pay/benefit impact as outlined in section 5.2 of the Southern Indiana Non-Exempt OCU Leave of Absence Policy.*

### **Disability Leave (Short or Long Term)**

1. Employee shall contact Disability Carrier, Unum, to report a request for disability coverage.
2. Unum will work with employee and their medical provider to determine whether or not leave request will be approved.
3. If approved, CBS will notify SIPS Payroll to ensure timecard is appropriately updated.
4. SIPS Payroll will update timecard with approval pay code.
5. Upon return from leave, employee will need to follow steps provided in the Southern Indiana OCU Return to Work From Illness/Injury Process document located on the Southern Indiana Labor Relations Cummins Connect site.

### **Public Service Leaves**

1. The employee shall provide leave request to direct supervisor and Line HR Manager via email; communication must include:
  - a. Dates for leave request (length of term)
  - b. Public office to be held
2. The direct supervisor shall work with HR Manager and seek to obtain approval from Vice President – Human Resources.
3. If approved, the direct supervisor will need to send an email to EBU PSBU Line HR Team (Sandra Fleenor) with leave details that must include:
  - d. Type of leave (Public Service Leave)
  - e. Dates for which the leave will be active.

- f. Please copy Line HR Manager on this communication.
4. SIPS will update the OneSource record accordingly.
5. Once the employee returns from leave, the direct supervisor will need to verify return date with EBU PSBU Line HR Team (Sandra Fleenor) via email to ensure OneSource is appropriately updated.