



JUST – APPLICABLE SECTIONS:

- Family Friendly

LEAVES OF ABSENCE

A leave of absence is a temporary suspension of employment - up to one year - initiated at the request of an employee. The employee's name remains on the payroll, records remain intact, but the employee receives no compensation.

1. Consideration for a leave of absence is given for emergencies, educational activities, or for extenuating personal circumstances. A request for leave of absence will receive careful consideration of all factors involved and is not granted or rejected automatically.
2. Employee benefits will continue as noted:
 - A. Blue Cross/Blue Shield of Alaska: An employee who is on an employer-approved leave of absence is also eligible for coverage for a maximum of **three months**. Premium payments must be submitted through the group on the regular manner. Direct self-pay to Blue Cross/Blue Shield of Alaska is not allowed. A leave of absence will be considered to have commenced when the employee is no longer receiving a full salary. In the case of a medical leave of absence, the three-month period will begin with the employee exhausts his company paid sick leave (but not disability insurance).
 - B. Life and Long Term Disability Insurance: Leave of absence and termination are the same. Employee is covered to the end of policy month of leave of absence or termination.

Example:	TERMINATION COVERED TO
	3/28/05 3/31/05
	3/06/05 3/31/05

- C. Employee benefits such as Medical, Life and Long Term Disability Insurance may be kept in effect only if the employee assumes the entire cost and forwards the monthly payments to the firm prior to the first day of each month



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Architecture • Interior Design • Space Planning

FLEX TIME

The firm shall not attempt to dictate to employees as to how use their own time, but because of the employees relationship to the firm the following policies will be observed:

1. Employees are permitted to hold flexible hours during the work week. Calendar days are permitted to be used as a work week and the hours can be accrued anytime during the day. MCG encourages flexible work hours to balance the needs of professional and domestic responsibilities. Flexible hours need be communicated to the Principals and Staff to allow for adequate management and coordination

Sincerely,

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