

**NATIONAL JEWISH CENTER FOR
IMMUNOLOGY AND RESPIRATORY MEDICINE
EMPLOYEE HANDBOOK**

**THIS HANDBOOK SUPERSEDES ALL
PREVIOUS HANDBOOKS**

EFFECTIVE 7/1/93

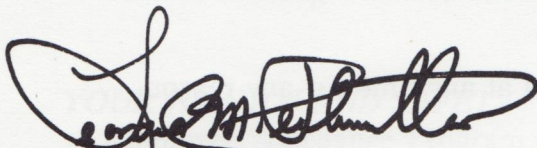
TO THE STAFF OF NATIONAL JEWISH:

As we distribute these handbooks, I would like to say how pleased I am with our staff at National Jewish and how excited I am about our prospects for the future.

Our sense of identity and medical mission is well-defined, and our efforts are concentrated on a few key questions that have far-reaching implications for human health. Paradoxically, being well-focused enables us to pursue some of the most comprehensive research and clinical care in immunology and respiratory medicine in the world today.

This handbook is designed to help you understand our organization's policies and practices. In addition, it is a reference for the benefits you may receive as an employee at National Jewish. The handbook cannot, however, include every National Jewish policy, nor can it be changed each time a policy is altered. Therefore, if you have any questions about the Center's policies in any situation, please contact your supervisor or the Personnel Department.

You are a part of a proud organization. We are proud of the reputation we have built over the years as a leader in our field. We know we can count on you to continue and actually improve on this record of excellence. Working closely together, all of us at National Jewish can accomplish great things.



Leonard M. Perlmutter
President

**Employee Handbook
and
Employment Representations**

I acknowledge that I have received, read, and understood the 1993 National Jewish Handbook.

The Employee Handbook is a brief summary of important guidelines and policies. Consequently, the Handbook is not all-inclusive and does not include all policies which may affect my employment.

The Handbook supersedes all previous versions of the Employee Handbook. Further, National Jewish may alter, amend, delete or add to any of the statements contained in the Handbook at any time, with or without notice, and my continued employment after any such deletion or addition constitutes my acceptance of these changes.

The Employee Handbook does not create a contract of employment between National Jewish and any of its employees, nor do any of National Jewish's policies or guidelines constitute such a contract.

No contract, agreement, understanding, course of dealing, practice, or statement of any kind by any employee, supervisor, officer, director, or representative of National Jewish shall be effective or binding upon National Jewish unless it is in writing and signed by an authorized representative of National Jewish.

My employment with National Jewish may be terminated at any time for any reason, with or without cause, and with or without notice.

Employee Name

Date

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EMPLOYMENT AT NATIONAL JEWISH

INTRODUCTION TO HANDBOOK

National Jewish has prepared this manual to provide you with an overview of the Center's policies, benefits, and rules. It is intended to familiarize you with important information about the Center, as well as information regarding your own privileges and responsibilities. Although it is not a contract or a legal document, it is important that you read, understand, and follow the provisions of the manual as it may be amended from time to time by the Center.

It is obviously not possible to anticipate every situation that may arise in the work place or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in this manual change from time to time. Accordingly, the Center must reserve the right to change any provision of this manual from time to time.

MISSION STATEMENT

The mission of the National Jewish Center for Immunology and Respiratory Medicine is to discover and disseminate knowledge that will prevent the occurrence of respiratory, allergic and immunologic disorders and to develop improved clinical programs for those already afflicted.

An integrated clinical and basic research program is the primary means employed by the Center to attain its objectives.

EQUAL EMPLOYMENT OPPORTUNITY

National Jewish believes that all persons are entitled to equal employment opportunity and does not discriminate against its employees or applicants because of race, color, religion, sex or sexual orientation, pregnancy, national origin, ancestry, age, marital status, or disability. Equal employment opportunity will be extended to all persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination.

AFFIRMATIVE ACTION POLICY

National Jewish is striving to maintain not only a policy, but also a dedication to affirmative action and equal employment opportunity consistent with our role and responsibilities as a national research, teaching and medical center.

It is our objective to ensure that all employees have an equal opportunity to progress within National Jewish Center. The Affirmative Action Plan efforts to increase the representation of minorities, women, individuals with disabilities, disabled veterans and Vietnam-Era veterans, we monitor the utilization of protected classes within the various job categories and take positive actions to ensure that qualified protected class members are available for consideration in filling positions. The Affirmative Action Plan serves as a guide to assist us in moving toward our affirmative action goals.

Providing support to our affirmative action and equal employment opportunity programs are a vital part of everyone's job. Supervisors and managers are responsible for providing the direction required to make this program effective and successful. Every employee should become familiar with our Affirmative Action Plan. All employees at National Jewish Center (NJC) share the responsibility for making these programs a success. It is more than just a matter of legal compliance, it is our commitment.

RELIGION AND NATIONAL ORIGIN

National Jewish does not discriminate on the basis of religion, and will reasonably accommodate the religious needs of its employees as long as such accommodations, which often involves special scheduling requests, do not cause undue hardship on the conduct of National Jewish's business.

National Jewish will not discriminate against any employee based on national origin or citizenship. "National origin" refers to the country where a person was born, or from which his/her ancestors came. See Policy Against Harassment, p. 3.

NONDISCRIMINATION ON BASIS OF DISABILITY

National Jewish will make reasonable accommodations to the known physical and mental disabilities of an employee or applicant if the accommodation will not cause a direct threat to the safety of the disabled person or others, and will not impose an undue hardship on the Center. It is the responsibility of the employee or applicant to make his or her disability known to the Center, and to initiate a request for an accommodation of the disability.

Any inquiries as to an applicant's or employee's physical or mental conditions will be kept confidential by the Center, except that: (1) supervisors may be informed regarding work restrictions and accommodations that may be necessary; (2) medical personnel may be informed, if the condition may require emergency treatment, and (3) the Center may release the information to comply with a government investigation.

A disabled individual is a person who has a physical or mental impairment which substantially limits one or more of such person's major life activities. Certain impairments may not qualify as a disability, such as drug abuse.

A disabled applicant or employee must demonstrate that he or she can, with or without a reasonable accommodation, meet the essential functions of his or her job.

POLICY AGAINST HARASSMENT

National Jewish is committed to providing a work environment that is free of discrimination. In keeping with this commitment, we maintain a strict policy prohibiting unlawful harassment, including ethnic, racial and sexual harassment. This policy prohibits harassment in any form, including verbal, physical, and visual harassment.

Any employee who believes he or she has been harassed by a co-worker, supervisor, or agent of National Jewish, should promptly report the facts of the incident or incidents and the names of the individuals involved, to his or her supervisor or, to the Personnel Department. Supervisors should immediately report any incidents of harassment, including sexual harassment, to the Personnel Department. The Personnel Department will investigate all such claims and take any appropriate corrective action.

IMMIGRATION LAW COMPLIANCE

The Center is committed to full compliance with the federal immigration laws. These laws require that all individuals pass an employment verification procedure before they are permitted to work. This procedure has been established by law and requires that every individual provide satisfactory evidence of his or her identity and legal authority to work in the United States no later than three business days after he or she begins work, and periodically thereafter.

PERSONNEL DEPARTMENT

The Personnel Department is able to provide you with information and assistance in understanding the Center's personnel policies. The Personnel Department is the best resource for you to obtain current information on work rules, benefits, personnel policies, payroll data, personnel records, job opportunities, and insurance continuation upon termination of employment. Representatives of the Personnel Department are eager to help you with any problems or concerns.

PERSONAL STATUS CHANGES

The Personnel Department maintains complete and up-to-date personnel records for all current employees. It is important that you notify the Personnel Department promptly of any changes in your name, marital status, number of dependents, home address, and telephone number. If you do not keep this information current, you may miss the opportunity to participate in certain benefit programs.

EMPLOYMENT VERIFICATIONS

All requests for employment verifications and employee references should be directed promptly to the Personnel Department. Employees in other departments should not attempt to provide any such information. The Personnel Department will attempt to handle any inquiries or request for verification in accordance with Center policies.

EMPLOYEE IDENTIFICATION BADGES

Identification badges are furnished by National Jewish to all employees and should be worn during working hours. These badges allow you entry into buildings, help maintain security, and enable prompt recognition of employees. If you lose your badge or need to make a change contact the security officer on duty.

EMPLOYEE PRIVACY AND RECORDS

National Jewish has a continuing commitment to respect your privacy as an employee. Therefore, only information required for business or legal reasons is maintained by the organization. With your assistance, we strive to assure that this information is relevant, accurate, timely, complete, and handled in a confidential manner.

Generally, the records maintained by the organization include information about your job classification and pay changes, performance reviews, participation in benefit plans, time worked and spent away from work on leave, and hire and termination dates. Some information is also collected to administer the Center's safety and worker's compensation program and to satisfy government requirements.

With some exceptions, as an employee you may review and receive copies of information that is kept in your official personnel file. Management reserves the right to determine when the exceptions will apply. Requests for information which would disclose personal information about another individual, or for data maintained on automated systems which duplicate other records that are accessible, will not be honored. The Personnel Department does request reasonable advance notice.

DISTRIBUTION OF MATERIALS MUST BE APPROVED

Solicitation and distribution of materials by employees on Center property should be approved by the Personnel Department in advance. Individuals who are not employed by the Center are prohibited, at all times, from soliciting, collecting contributions and distributing materials of any kind on Center property.

Violators are to be reported, immediately, to Security.

Please direct all salespersons to the Purchasing Department.

EMPLOYMENT OF RELATIVES

Each position at National Jewish is filled according to the applicant's ability to perform the job. When an employee or applicant is, or later becomes, a close relative to another employee, careful consideration will be given by the Center to the circumstances in that situation. A primary consideration will be the influence one relative would have on the career of another. Among other factors to be considered are work assignments, control of rewards, evaluation of pay, security issues and access to proprietary information. The Center reserves the right to transfer or terminate one of the related employees if the employment circumstances warrant such action.

In the event it becomes necessary for one of the relatives to transfer to a different position or leave the Center, the determination of which relative will leave or transfer may be made by the related employees. If the decision is not made in a timely manner, management will make the decision based on Center objectives.

EMPLOYEE PROBLEM SOLVING

Despite the best efforts and good intentions of both employees and their supervisors, problems sometimes occur as a result of misunderstandings and differences of opinion or interpretation.

Whenever you have a problem or complaint, discuss it with your supervisor. He or she will investigate the situation, make a determination, and give you a response.

If you are not satisfied with the decision of your supervisor, you may appeal that decision through the formal grievance procedure. Before beginning the formal process, we ask that you consult with the Personnel Department staff for procedures and a copy of the Employee Problem Solving Process. The procedure provides three levels of management review and response. It is highlighted by a provision that allows a complete review and recommendation from employee peers to the Executive Vice President/COO. It may be utilized by all employees without fear of retaliation. You may obtain a copy of the complete grievance procedure from your supervisor or the Personnel Department.

ALCOHOL AND DRUG ABUSE POLICY

The Center has a strict policy regarding the inappropriate use and possession of drugs and alcohol.

No employee may use, possess, distribute or sell alcohol or any illegal drug while on the company's property, while on duty, while on on-call status, or while operating a vehicle that is owned or leased by the Center. In addition, no employee may report for work, or go or remain on duty or on on-call status, while under the influence of or impaired by any illegal drug or alcohol. For purposes of this policy, a drug will be considered an "illegal drug" if its use is prohibited or restricted by law and an employee improperly uses or possesses the drug, regardless of whether such conduct constitutes an illegal act or whether the employee is criminally prosecuted and/or convicted for such conduct.

It is essential that all employees comply fully with this policy. Employees who violate this policy are subject to disciplinary action including termination.

SMOKING AT NATIONAL JEWISH IS PROHIBITED

As a nationally recognized organization involved in the research and treatment of respiratory diseases, it is essential that we protect our patients from smoke hazards, including passive smoke. We also wish to protect the health and rights of employees and visitors who are non-smokers. Therefore, smoking is prohibited inside any Center facilities and is prohibited on Center grounds except in designated outside areas.

UNAUTHORIZED USE OR REMOVAL OF PROPERTY/ MISUSE OF LONG DISTANCE PHONE LINES

Any unauthorized use or removal of Center or individual property or misuse of long distance phone lines should be reported to your supervisor and Security. After investigation, a police report may be filed. If there is evidence of employee involvement, this may be cause for termination.

TERMINATION

The relationship between you and National Jewish is for an unspecified term and considered employment at will. The employment relationship with any employee can be terminated at will, either by the employee or National Jewish, with or without cause or advance notice.

Employees are expected to return all company property in their possession or control on termination of employment. This includes keys, identification badge, tools, equipment, books, uniforms, records, etc.

Exit interviews are encouraged upon termination of employment. You or your supervisor may arrange an appointment with the Personnel Department for an interview. At this time, you may make any comments or suggestions regarding your employment with National Jewish. Your comments, based on first hand experience, can be extremely helpful.

Please contact the Personnel Department two weeks before your last day of work to begin the process for termination of your benefits.

YOUR HEALTH AND SAFETY

SAFETY AND YOUR HEALTH

Safety is one of the many responsibilities we all share at National Jewish. Management's on-going responsibility is to maintain effective controls and procedures to reduce the chance of occupational injuries and industrial health hazards. In order to maintain a state-of-readiness, fire drills are regularly conducted each quarter for patient care areas and biannually for all other areas.

Your responsibility, as an employee, is to follow all safety rules and regulations established by the Center. If you observe an unsafe condition, contact your supervisor and/or the Safety Department immediately.

ON THE JOB INJURY

If you are injured in a job-related accident, your supervisor and the Employee Health Nurse **must** be notified immediately (see page 9). During evening, nights, and weekends, your supervisor and the Nursing Supervisor **must** be notified immediately.

Our aim is to prevent accidents and to protect employees by correcting circumstances which may lead to accidents. National Jewish will investigate and take corrective action where needed to eliminate any potentially unsafe conditions.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

At one time or another you may be faced with personal problems which affect your job performance, or attendance at work. If you are experiencing an upsetting period or event in your life, or a feeling of depression--having problems with family, marital, or with relationships, or finding you may be abusing the use of drugs, medicine or alcohol - the EAP may meet your needs. Through the Employee Assistance Program you can obtain a confidential referral to an appropriate agency, program or professional counselor. Under circumstances of potential danger to co-workers, the EAP program has an obligation to warn the center and the endangered individual. For more information or a referral, contact the Employee Health Nurse at extension 1371.

EMPLOYEE HEALTH SERVICES

The Employee Health Nurse (see page 8) provides the following services to all employees:

- ** Pre-placement health screening for all new hires.
- ** Periodic health screening as indicated. This includes tuberculosis, rubella and hepatitis B screening and surveillance.
- ** Advice or appropriate care for non-work related injuries or illnesses. Throat cultures may be done if clinically indicated.
- ** Immunizations for tetanus, rubella and hepatitis B to employees in high risk occupations or of non-immune status.
- ** Hypertension Screening.
- ** Nutrition information.
- ** Evaluation of health or safety concerns related to the work environment.
- ** Wellness information.
- ** In-service programs related to employee health issues.
- ** Coordination of employee, physician and The Personnel Department for non-occupational medical leaves.

YOUR COMPENSATION

HOW YOUR RATE OF PAY IS DETERMINED

All jobs at National Jewish (except senior biomedical and executive positions) are categorized into pay ranges through a market survey process.

A salary range for each position is established through extensive local and national salary surveys conducted by the Personnel Department staff. The surveys indicate the salaries other employers pay for similar positions.

Although senior biomedical and executive positions are not assigned to specific pay ranges, these positions are surveyed annually against similar positions to determine the appropriate range of pay.

New employees are generally started at a pay rate within the first quartile of the pay range. Starting salary is based on job-related skills and experience.

After hire, advancement within the pay range occurs through salary increases which may be given at the time of the annual performance evaluation. A promotion to a job in a higher pay grade may result in a salary adjustment at that time.

You are encouraged to learn more about the salary administration program at National Jewish by discussing it with your supervisor or the Personnel Department staff.

PERFORMANCE PLANNING AND REVIEW

Setting objectives and standards for your performance is a very important part of your employment at National Jewish. Participation in this process helps you and your supervisor set priorities for the different work activities you will be expected to do. Secondly, setting objectives and standards will provide a focus for your efforts in relation to the Center's goals. It will also provide you with an opportunity to share your ideas on doing your job better. And finally, it will help to insure that your performance is judged fairly against pre-established standards.

As the year progresses your supervisor will want to meet again with you to review your progress toward the standards and objectives. It is possible the nature of your work will have changed, requiring a modification of your objectives.

Generally, after 3 months of continued employment, and on your anniversary date thereafter, a formal review of your performance is completed by your supervisor. At this time, your supervisor and you will have the opportunity to evaluate the merits of your contributions and accomplishments on the job. You should also discuss any changes in responsibility which have occurred in the past year or which are anticipated. Based on your performance you may be eligible for a merit salary adjustment, effective the 16th of your month of hire.

PAYDAYS AND PAY PERIODS

Paydays are the 7th and 22nd of the month. When payday falls on a weekend or holiday, you will receive your paycheck on the preceding weekday. The 22nd paycheck is for the period from the 1st - 15th of the month; the 7th paycheck is for the 16th - last day of the month.

TIMESHEETS

Every pay period you will receive a timesheet, to be completed and signed by you and your supervisor. To ensure you are paid correctly, be sure you give your completed time sheet to your supervisor by the time you leave work on the last day of the pay period.

DIRECT DEPOSIT OF YOUR PAYCHECK

The Direct Payroll Deposit Program is designed for your convenience. By taking advantage of this program you may have your pay check automatically deposited in your bank or credit union. You may start this service after you have received one paycheck from National Jewish. For more information contact the Personnel Department staff.

LUNCH AND BREAKS

During every 4 hour period of work, you are entitled to receive a 15 minute paid break. If you work 6 or more consecutive hours you must take 30 minutes off duty without pay for a meal break. These breaks are to be scheduled with your supervisor.

HOURLY AND SALARIED EMPLOYEES

In order to determine eligibility for overtime all jobs are classified as hourly or salaried.

HOURLY: Hourly employees are paid hourly unless their job meets one of the defined exemptions. Hourly employees must receive pay for working overtime.

SALARIED: Salaried employees are those whose positions meet at least 1 of the following, briefly defined exemptions. Generally, salaried positions are not eligible for overtime pay.

EXEMPTIONS:

- * *Executive Exemption* - Job involves management of the Center and supervises 2 or more employees
- * *Administrative Exemption* - Non-routine job involving management policy formation or general business operation
- * *Professional Exemption* - Job requires knowledge obtained in a bachelor's degree or equivalent

OVERTIME PAY FOR HOURLY EMPLOYEES

Hourly employees will be paid 1.5 times their regular rate of pay for overtime hours worked. Overtime hours are hours worked in excess of 12 hours per work day and/or 40 hours worked during the Sunday through Saturday work week. Overtime work must be authorized by your supervisor. Excessive unauthorized overtime may be a cause for discipline. Overtime will not be paid twice for any hours worked. Schedules vary from department to department; at times you may be required to work overtime.

When a designated holiday falls during the work week, time worked in excess of 32 hours will be paid at the overtime rate.

WORK DAY AND WORK WEEK

The normal work day for Center employees is 8 hours; the normal work week is 40 hours from 12:01 a.m. Sunday through midnight Saturday.

DOUBLE TIME FOR HOURLY STAFF WORKING LEGAL HOLIDAYS

Double time is paid for authorized hours worked on

- | | |
|------------------|------------------|
| New Year's Day | Labor Day |
| President's Day | Thanksgiving Day |
| Memorial Day | Christmas Day |
| Independence Day | |

SHIFT AND STAND-BY PAY

Shift pay is special, additional pay-per-hour to compensate non-management employees who must work inconvenient hours or be on-call to come to work.

All hourly employees, as well as salaried employee performing assigned patient duties, are eligible for shift pay. Patient care employees designated to work 12 hour shifts, will be paid the applicable differential for hours worked into an eligible shift. Please see your supervisor for current shift and stand-by rates.

BENEFITS & TIME AWAY FROM WORK

PAID TIME OFF - TIME AWAY FROM WORK

If you are in a position of 20 to 40 hours per week, you will accumulate three types of paid leave - holiday hours, vacation hours, and sick hours. Pool positions and positions of less than 20 hours a week do not receive benefits.

National Jewish is concerned for employees' welfare during a time of illness and provides sick leave in order to protect employees from loss of income due to a bona fide illness. Sick leave is not intended to be used for personal reasons other than illness or disability and has no cash value at time of termination of employment. Absenteeism is costly, causes unnecessary overtime, imposes additional work on co-workers and supervisors, leads to morale problems, and disrupts schedules.

However, National Jewish recognizes the value of taking periods of time away from work for relaxation and provides you with vacation and holiday hours for this purpose. Vacation hours are paid on termination of employment.

The amount of hours you earn each pay day is based on whether or not you earn a pay check **AND** the set hours per week of the job you were hired into. This is usually 40, 32, 30, 24, or 20 hours per week and is called **YOUR FTE** (full time equivalent). You do not earn paid leave if you do not receive a pay check.

Vacation, holiday, or sick time will not be advanced. Your paid leave hours will be printed on your check stub and your time sheet each pay day. You will see a notation on your time sheet if you are at the maximum hours allowed.

HOLIDAYS

If you are in a position of 20 hours a week or more, you will earn 10 holidays a year to provide for paid time-off for the 7 legal holidays observed by National Jewish and 3 days of your choice. Your 3 choice days may be used as vacation or as personal time off, but must be scheduled when mutually convenient for you and National Jewish.

Employees in positions of less than 20 hours per week, or in pool positions, **DO NOT** receive benefits and do not accrue holiday hours.

The designated legal holidays are:

NEW YEAR'S DAY
MEMORIAL DAY
LABOR DAY
CHRISTMAS DAY

PRESIDENT'S DAY
INDEPENDENCE DAY
THANKSGIVING DAY

If one of the above holidays occurs on a weekend, the closest Monday or Friday will be the designated day off.

The amount of holiday hours you earn each pay day is based on the set hours per week of your position (your FTE) **AND** whether or not you earn a pay check. Find your FTE in the chart below and go across the columns to find the hours of holiday credit given when you are hired, your accrual rate for each pay period, and the maximum hours allowed.

YOUR FTE (HOURS PER WEEK)	HOLIDAY CREDIT GIVEN AT HIRE JAN. TO OCT.	HOLIDAY CREDIT GIVEN AT HIRE NOV. & DEC.	HOLIDAY HRS EARNED EACH PAY CHECK	MAXIMUM HOLIDAY HOURS ALLOWED
40	8.0 HOURS	16.0 HOURS	3.34 HOURS	40 HOURS
32	6.4 HOURS	12.8 HOURS	2.67 HOURS	32 HOURS
30	6.0 HOURS	12.0 HOURS	2.5 HOURS	30 HOURS
24	4.8 HOURS	9.6 HOURS	2.0 HOURS	24 HOURS
20	4.0 HOURS	8.0 HOURS	1.67 HOURS	20 HOURS

Unused holiday hours will not be paid on termination of employment.

VACATION

The amount of vacation hours you earn each pay day is based on whether or not you earn a pay check **and** the required hours per week of the job you were hired into. This is called **your FTE**. Employees in positions of less than 20 hours a week or in Pool positions **do not** receive benefits and do not earn vacation.

You will be given 1 week vacation at your **6 month** anniversary. This is the vacation you have earned in your first 6 months of employment (first 12 pay days). At your **1 year** anniversary, you will be given a 2nd week of vacation. This is the vacation you have earned in your second 6 months of employment. Thereafter, you will accrue vacation at the 2 week rate. Your accrual rate will change to the 3 week rate at your 2nd anniversary and to the 4 week rate at your 5th anniversary. Your vacation balance is printed on your time sheet and check stub.

Vacation must be scheduled when mutually convenient for you and National Jewish.

Find your FTE (hours of position) in the chart below and go across the columns to find the vacation you receive at your 6 and 12 months anniversaries and your rate of accrual. The maximum amount of hours you may accumulate is 1-1/2 years of accruals.

VACATION HOURS EARNED EACH PAY PERIOD

YOUR FTE	*VACATION GIVEN AT 6 & 12 MONTHS	2 WEEK ACCRUAL RATE	3 WEEK ACCRUAL RATE	4 WEEK ACCRUAL RATE
40	40 HRS (1 WK)	3.34 HRS	5.0 HRS	6.67 HRS
32	32 HRS (1 WK)	2.67 HRS	4.0 HRS	5.33 HRS
30	30 HRS (1 WK)	2.5 HRS	3.75 HRS	5.0 HRS
24	24 HRS (1 WK)	2.0 HRS	3.0 HRS	4.0 HRS
20	20 HRS (1 WK)	1.67 HRS	2.5 HRS	3.33 HRS

***Faculty and Executive staff** begin employment at the 4 week rate and receive 80 hours at 6 months and again at the 12 month anniversary.

Managerial staff begin employment at the 3 week rate and receive 60 hours at 6 months and again at the 12 month anniversary.

Accrued vacation hours are paid at termination of employment **except** that Faculty, Research Associates and Fellows should consult with their Department staff.

SICK LEAVE

National Jewish is concerned for employees' welfare during a time of illness and provides sick leave in order to protect employees from loss of income due to a bona fide illness.

Sick leave is not intended to be used for personal reasons other than illness or disability. Absenteeism is costly, causes unnecessary overtime, imposes additional work on co-workers and supervisors, leads to morale problems, and disrupts schedules. Excessive or disruptive absenteeism may be grounds for discipline or termination.

Sick leave may be used to recuperate from an illness or accident or to attend to the needs of an immediate family member (husband, wife, son, daughter, mother or father). A physician's medical statement or release will be required before the medical leave is approved and before you are allowed to return to work. You will be responsible for obtaining these statements or releases.

Employees in positions of less than 20 hours a week, or in pool positions, **DO NOT** accrue sick hours.

The amount of sick hours you accrue each pay day is based on the set hours per week of your position (your FTE), and whether or not you earn a pay check. Find your FTE (hours per week of position) in the chart below and go across the columns to find your sick hour accrual rate and the maximum hours allowed.

YOUR FTE (HOURS PER WEEK OF POSITION)	SICK TIME ACCRUAL RATE	MAXIMUM ALLOWED
40 HOURS	4.0 HOURS	1040 HOURS
32 HOURS	3.2 HOURS	832 HOURS
30 HOURS	3.0 HOURS	780 HOURS
24 HOURS	2.4 HOURS	624 HOURS
20 HOURS	2.0 HOURS	520 HOURS

Except when hospitalized, sick pay will not be paid during scheduled vacation or holiday.

New York and California employees may be compensated by sick pay for the difference between their regular salary and the state short term disability benefits.

Unused sick hours are not paid at termination of employment.

JURY DUTY AND COURT APPEARANCE LEAVE

The Center encourages you to accept your civic responsibilities by serving on a jury, if called, or appearing in court as a witness, when subpoenaed. When you receive a jury summons or subpoena a copy should be given to your supervisor as soon as possible. National Jewish will pay the difference between any payments you receive from the court and your regular salary. Contact the Accounts Payable Department when you receive your check from the court.

To appear in court on a voluntary basis, time off from work must be cleared in advance with your supervisor. This time must be taken as holiday or vacation.

FUNERAL LEAVE

Based on specific circumstances and your supervisor's discretion, up to 3 days leave with pay may be granted to attend the funeral of your family member. An additional two days with pay may be granted when circumstances warrant additional time. Family relationships for whom funeral leave is granted are:

- | | | |
|---------|----------------|-------------|
| Spouse | Parent | Grandparent |
| Child | Step-Parent | Grandchild |
| Brother | Parents-In-Law | |
| Sister | | |

Any additions to employee's family members will be at the discretion of the supervisors. Up to one day of leave with pay may be allowed to attend the funeral of other relatives. Holiday, vacation time or leave without pay may be used to attend other funerals.

LEAVE OF ABSENCE

A leave of absence may be granted for the following reasons:

- * Illness or disability (*See Sick Leave*)
- * Dependent care including maternity, paternity, and adoption (*See Sick Leave*)
- * Biomedical faculty sabbatical
- * Compelling personal reasons **allowed only if purpose benefits the Center**

Paid leaves of absence in excess of **4 weeks** and **unpaid leaves of absence** in excess of **one week** need to be pre-approved by your supervisor and the Personnel Department. Shorter absences are granted at the discretion of your supervisor.

A leave of absence may not exceed 6 months and only one leave may be approved in a 12-month period. Employees who fail to return from a leave on or before expiration of their leave will be terminated without additional notice. The effective date of termination will be the last day worked prior to taking the leave.

Due to a temporary lack of work, the Center may find it necessary to place employees on leave.

While on an approved leave of absence (excluding biomedical faculty sabbaticals) all allowable paid leave **must be used before going without pay**. If you receive a paycheck, you will also receive Center contributions to all employee benefits. If you do not receive a paycheck, you can continue to receive Center contributions for employee benefits, except the retirement plan, spending accounts, and accrual of paid leave.

The Family and Medical Leave Act of 1993 applies to this policy. Any questions on the Act and the policy can be directed to the Personnel Department.

TUITION REIMBURSEMENT PROGRAM

The Tuition Reimbursement Program is designed to provide educational assistance to employees for **courses of study** which maintain or improve skills required in your present job or are required by National Jewish or the law to keep your salary, status or job.

You must obtain approval from the Personnel Department for tuition reimbursement before the class begins.

Tuition Reimbursement Request forms are available from the Personnel Department. You will need to complete a separate form for each course of study and attach a description of each course.

Upon completion of the course, submit proof of payment of tuition and books and proof that you received a grade of "C" or better for undergraduate course work or "B" or better for graduate courses to the Personnel office. A certificate of completion for non-credit courses is acceptable.

You will be reimbursed based upon your length of service at the time you complete the course and the amount of tuition reimbursement you have received during the current fiscal year.

Reimbursement will be available based upon the employee's length of service as of the date the course begins. The reimbursement amounts below are subject to change on a fiscal year basis.*

Less than 6 months of employment	\$	0.
Six months, but less than one year		415.
One year, but less than two years		580.
Two years, but less than five year		750.
Five years, or more		910.

* Effective 1992

OTHER BENEFITS

Other benefits provided by National Jewish and described in the Core Choice Benefits Book available from the Personnel office are:

CORE BENEFITS provided by National Jewish to eligible employees at no cost:

RETIREMENT PLANS
EMPLOYEE VOLUNTARY RETIREMENT CONTRIBUTIONS (PRE-TAX)
LIFE INSURANCE
ACCIDENTAL DEATH & DISMEMBERMENT INSURANCE
DISABILITY INSURANCE
TRAVEL INSURANCE

CHOICE BENEFITS provided by National Jewish allow you to choose a benefit program tailored to meet the needs of you and your family. You may pay your share, if any, of the cost of these benefits on a pre-tax basis:

MEDICAL INSURANCE
DENTAL INSURANCE
VISION/OPTICAL INSURANCE
HEALTH CARE SPENDING ACCOUNT
DEPENDENT CARE SPENDING ACCOUNT

CHOICE TAXABLE BENEFITS:

GROUP LEGAL INSURANCE
CORE CHOICE CASH
SUPPLEMENTAL LIFE INSURANCE
WELLNESS PROGRAM
SUPPLEMENTAL DISABILITY INSURANCE
US. SAVINGS BONDS

EXERCISE - Organized group classes.

EXCELLENT CAFETERIA - 30% employee discount.

CREDIT UNION - National Jewish is a member of the Fitzsimons Federal Credit Union with a branch office on the National Jewish grounds. Special benefits for employees.

NORWEST BANK - "BANK AT WORK" PROGRAM - free checking and special offers for employees.

COLORADO NATIONAL BANK - free checking for one year and special offers for employees.