




FAMILY COURT OF THE STATE OF DELAWARE

CHANDLEE JOHNSON KUHN
CHIEF JUDGE

NEW CASTLE COUNTY COURTHOUSE
500 N. KING STREET, SUITE 9450
WILMINGTON, DELAWARE 19801-3736

INTERNAL POLICY MEMORANDUM NO. 15-001

TO: Family Court Judges
Family Court Commissioners
Family Court Administrative Team
Family Court Administrative Support Staff

FROM: Chandlee Johnson Kuhn 
Chief Judge

DATE: January 5, 2015

RE: Workplace Absences

This Internal Policy Memorandum becomes effective on February 01, 2015 to allow for distribution and training.

1.0 BACKGROUND

Family Court is dedicated to providing our employees with training and resources necessary to be successful in their role. Employees, at one time or another, may experience the need to be absent from work during scheduled work hours. Family Court seeks to ensure that all employees have the appropriate training, informational resources, guidance and support to understand the various types of approved leave available to them and to ensure employees fully understand their individual responsibility associated with each type of approved leave, what they can expect during their approved leave, and the financial impact resulting from the approved leave. In addition Family Court seeks to ensure managers understand their responsibility when an employee is on an approved leave of absence.

2.0 PURPOSE

This policy clearly establishes employees' and managers' responsibilities and Family Court's expectations for proper communication regarding the use and management of approved leave. This policy provides guidance, procedures, and job aids to assist an employee and manager during the leave of absence process. Topics covered in this policy include Call Out, FMLA, Short Term Disability / Long Term Disability, Leave without Pay, Donated Leave, Workers' Compensation, Return to Work, Docks in Pay, and Timesheet Management at Family Court.

3.0 SCOPE

This policy applies to all Merit employees of Family Court, and all Judicial Branch employees, including the Administrative Team, Law Clerks, and Judicial Secretaries. Casual seasonal employees are excluded from this policy, and will receive instructions from their manager on how to communicate and document any absence from work.

4.0 REFERENCES

- 4.1 19 Del. C. Chapter 23 Worker's Compensation
- 4.2 29 Del. C. Chapter 52A – Disability Insurance Program
- 4.3 29 Del. C. §5256 - Disability Insurance Program Rules and Regulations
- 4.4 Code of Federal Regulations, Title 29, §825 The Family and Medical Leave Act of 1993
- 4.5 Collective Bargaining Agreement between State of Delaware Family Court and The United Food and Commercial Workers Union, Local 27 (CBA)
- 4.6 Donated Leave Policy of State of Delaware
- 4.7 The Employee's Guide to The Family and Medical Leave Act
- 4.8 The Family and Medical Leave Act of 1993 as Amended (FMLA)
- 4.9 Merit Rules 5.0, Employee Benefits
- 4.10 Merit Rules 15.0, Employee Responsibility

5.0 DEFINITIONS

- 5.1 "Absence" is defined as not being present at work for a period of time during a scheduled work day.
- 5.2 "Aggregate Service" means the total length of employment by the State of Delaware, minus breaks in service.
- 5.3 "Collective Bargaining Agreement" (CBA) is the agreement between Family Court and the United Food and Commercial Workers Union Local 27.
- 5.4 Consecutive work days are days worked in a row excluding the weekend or State holidays or other court closures. For example, Thursday, Friday, and then Monday are consecutive work days.
- 5.5 Continuous FMLA is defined as an approved absence of continuous scheduled work days.
- 5.6 Fair Labor Standards Act (FLSA) is federal law that governs employee overtime wages and exemption rules.
- 5.7 "Family Court Leave Report Webpage" is defined as the intranet webpage and tool used by Court employees to submit leave requests to management. This tool can be found on the intranet at <http://judicial.state.de.us/> and then selecting the link for "Leave Request".
- 5.8 FMLA is the Family and Medical Leave Act of 1993 as Amended.
- 5.9 Intermittent FMLA is defined as an approved absence that is not consecutive work days.
- 5.10 Management Team member is defined as the Chief Judge, Judicial Officers, the Court Administrator, any member of the Administrative Team, managers and supervisors.
- 5.11 The "Court" is defined as Family Court of the State of Delaware.
- 5.12 The "Union" is defined as The United Food and Commercial Workers Union, Local 27.
- 5.13 Work Schedule is an employee's 37.5 regularly scheduled hours in a workweek.

6.0 RESPONSIBILITIES

- 6.1 Employees must understand and follow the provisions of this policy.
- 6.2 Management Team members must ensure that this policy is executed in a consistent manner, and are required to notify human resources of any violations of this policy.
- 6.3 Management Team members must also notify human resources of any employee absent from work for three (3) or more consecutive scheduled work days, unrelated to an approved annual leave absence.
- 6.4 Management Team members are required to provide access to their voice mail on their office line to their respective manager so that in the event a supervisor is absent from work, the manager can check their voice mail for any call out's being reported by staff.
- 6.5 Human resources must ensure Management Team members and employees are trained on this policy.

- 6.6 Human resources will coach and counsel Management Team members as required on interpretation of the policy, and serve as a liaison between the manager and employee when necessary to ensure compliance.
- 6.7 Human resources must ensure consistency in the application of this policy across the Court.

7.0 POLICY

7.1 Annual Leave – Scheduled

- 7.1.1 For appropriate steps to request annual leave, please refer to the appropriate set of established personnel rules such as the Merit Rules or the Judicial Branch Personnel Rules.
- 7.1.2 Supervisors of Union members and Union members should reference Article 19 of the CBA for further guidance on Annual Leave requests and approvals.

7.2 Call Out

- 7.2.1 When, because of an emergency, sudden illness, or other reason, an employee cannot report to work, they shall notify their supervisor within the first hour of absence, or as soon as practical.
- 7.2.2 An employee shall notify the Court of an unscheduled absence by calling the Manager's direct work telephone line. If the line is unanswered, the employee shall leave a message advising of his or her absence.
 - 7.2.2.1 The employee is only required to provide their name, the date and time of their call, and the date of their unscheduled absence.
 - 7.2.2.2 The employee is not required, or expected, to make any additional calls to notify the Court of the unscheduled absence.
- 7.2.3 On the first day back to work the employee shall submit a leave request to their manager.
- 7.2.4 Managers are required to approve or deny all requests for leave no later than 5 business days from the date of requests.
- 7.2.5 If a Call Out, unrelated to an approved annual leave absence, results in an absence of three (3) or more consecutive scheduled work days, the employee is required to follow the steps under Section 7.8 - Return to Work of this policy prior to returning to work.
- 7.2.6 When a manager calls out, it is the responsibility of his or her manager to access and check the absent manager's voice mail on their office telephone to determine any resource shortages due to call outs. To ensure this happens managers are to provide their manager with their office telephone voice mail access code so they can check for messages in their absence.
- 7.2.7 Please refer to Appendix 8.1 for a process map of this section.

7.3 FMLA

- 7.3.1 Under Federal Law, in order to be eligible for FMLA, employees must have one year of aggregate state service, have worked for at least 1250 hours during the prior 12 months, have a serious health condition of the employee or the employee's immediate family member, and a regimen of treatment. Please reference the "The Employee's Guide to The Family and Medical Leave Act" for further details on eligibility and definitions.
- 7.3.2 Employees may take up to twelve (12) weeks of job protected time off under the FMLA.
- 7.3.3 Employees may initiate a request for FMLA by notifying human resources directly by email or by phone. In the event that the employee is unable to notify human resources themselves, an immediate family member may make the request on their behalf.
 - 7.3.3.1 You do not have to ask specifically for FMLA leave your first leave request, however you do need to provide enough information for human resources to be aware that your absence may be covered by the FMLA.

- 7.3.3.2 If you do not provide enough information to human resources to know your leave may be covered by the FMLA, your leave may not be protected.
- 7.3.4 Upon receipt of the request for FMLA, human resources have five business days to send the employee a written Notice of Eligibility, Employee Rights and Responsibilities and other corresponding FMLA documents.
- 7.3.5 Employees that are out of work at the time of the FMLA request may receive the required FMLA documents by picking them up in person, by mail or via their personal email. Work email is not to be utilized by an employee while the employee is not on work time.
- 7.3.6 Managers are required to notify human resources per section 6.3 of this policy when an employee is absent from work for three (3) or more consecutive scheduled work days, unrelated to an approved annual leave absence.
- 7.3.6.1 This notification allows human resources to contact the employee and initiate an interactive discussion to determine what benefits and options are available to the employee, including FMLA, and to communicate any potential impact to their compensation and benefits related to the absence as appropriate. This also allows human resources to explain what is required of the employee prior to returning to work, see Section 7.8 Return to Work for more details.
- 7.3.7 The Court requires medical certification for all FMLA requests.
- 7.3.8 Employees are required to follow the Call Out procedures (see section 7.2) until they receive notification from human resources that their request for FMLA has been approved. Upon approval, an employee is no longer required to follow the Call Out procedures (see section 7.2) for the duration of the approved FMLA absence.
- 7.3.9 Employees have 15 calendar days to provide the medical certification to human resources along with the FMLA Checklist acknowledgement. If an employee is unable to provide a complete and sufficient medical certification to human resources within 15 calendar days due to circumstances beyond their control, they may request an extension to submit the required documents.
- 7.3.10 Extensions must be approved by the Director of Human Resources. Extensions will only be granted once for the duration of 7 calendar days. If a complete and sufficient medical certification is not received by the end of the extension deadline, the request for FMLA may be denied.
- 7.3.10.1 If an employee submits a complete and sufficient medical certification after the deadline, the FMLA request may be approved with an effective date no earlier than 15 days from receipt of the submitted medical certification or 22 days if an extension was granted.
- 7.3.11 Human resources will notify the employee and manager by email of the FMLA decision and will designate as appropriate dates of approval within five business days of receipt of the returned FMLA documentation.
- 7.3.12 Employees shall be required to use available accrued annual and sick leave while on FMLA with the exception that an employee may retain 37.5 hours of annual leave and 37.5 hours of sick leave.
- 7.3.13 Employees shall be required to use available compensatory time prior to going into a dock in pay status.
- 7.3.14 Employees who exhaust leave may go into dock in pay status. Please refer to Section 7.9 – Dock in Pay for more information.
- 7.3.15 Employees that are absent from work on approved Continuous FMLA for their own serious health condition are required to follow the steps under Section 7.8 - Return to Work in this policy prior to returning to work.
- 7.3.16 Employees that are absent from work on approved Continuous FMLA to care for a seriously ill family member must notify human resources at least 24 hours in advance of their return to work.

- 7.3.17 Employees that are absent from work on approved Intermittent FMLA are required to designate their absence as FMLA when completing their leave request to their manager. The leave request must be submitted on the first day back to work.
 - 7.3.17.1 The employee is not required to advise the manager the absence is covered under FMLA during the call out procedure.
- 7.3.18 Employees are permitted to utilize Annual Leave – FMLA, or Sick Leave – FMLA, Leave without Pay – FMLA, or Compensatory Time – FMLA while on an approved FMLA absence.
- 7.3.19 No employee, at any time, may be disciplined for exercising their rights under the FMLA or for an approved FMLA absence.
- 7.3.20 Please refer to Appendix 8.2 for a process map of this section and Attachment A - The Employee's Guide to The Family and Medical Leave Act.

7.4 Disability Insurance Programs (DIP)

Short Term Disability (STD)

- 7.4.1 STD benefits shall be payable at a rate up to 75% of the claimant's creditable compensation if all eligibility requirements are met and the claim is approved.
- 7.4.2 Employees covered under the State of Delaware DIP that are absent from work and expect to be out more than thirty (30) calendar days must file a Short Term Disability claim. The employee will have fifteen (15) days from their first date of absence to file a short term disability claim. Refer to 29 Del. C. §5253(b)(7).
- 7.4.3 Provided the employee files their STD claim no later than the 15th calendar day from the date of disability and abides by this policy for calling out absent, the employee may continue to use available sick, annual, and/or compensatory leave to be paid until the STD claim is approved, if not approved by the exhaustion of the STD calendar day elimination period.
 - 7.4.3.1.1 If the claim is not in an approved status by the exhaustion of the calendar day elimination period due to reasons outside of the employee's control, Family Court will allow the employee to use accrued annual, sick, and/or compensatory leave until the employee's STD claim is approved. If the STD claim is approved, Family Court will reconcile the employee's leave record.
 - 7.4.3.1.2 Family Court will allow employees who are appealing an STD determination and have not returned to work or whose STD claim is still under review by the DIP insurance carrier and/or Administrator and/or the Appeals Administrator from the Statewide Benefits Office and/or the Hearing Officer appointed by the State Employee Benefits Committee, to be paid accrued annual, sick, and/or compensatory leave until the STD claim is approved or extended. If the STD claim is approved or extended, the employing organization must reconcile the employee's leave record.
 - 7.4.3.2 Any employee who fails to comply with the STD claim filing requirements will stop receiving compensation on the thirty-first day (31) after the first date of absence.
 - 7.4.3.3 Per 29 Del. C. §5253(b)(7) employees are not permitted to be eligible to utilize paid leave in lieu of application for STD.
- 7.4.4 Employees applying for STD benefits must also apply for the Family and Medical Leave Act (FMLA). To apply for FMLA, please refer to Section 7.3 – FMLA of this policy.
- 7.4.5 Donated Leave may be used to pay employees during the calendar day STD elimination period, but will not continue past the calendar day STD elimination period until the STD claim is approved. For details on how and when to request Donated Leave, please refer to Section 7.6 – Donated Leave of this policy.

- 7.4.6 Upon the exhaustion of the maximum STD benefit period, which is 182 calendar days, an employee shall no longer be an employee of the Court, provided the employee has exhausted their FMLA entitlement and/or is not FMLA eligible.
- 7.4.7 Employees may use accrued annual, sick, compensatory time, or donated leave to supplement STD benefits to equal 100% of pre-disability base pay for a maximum benefit period of 182 calendar days.
- 7.4.8 Employees that are absent from work on approved STD are required to follow the steps under Section 7.8 - Return to Work of this policy prior to returning to work.
- 7.4.9 Please refer to Appendix 8.3 for a process map of this section.

Long Term Disability (LTD)

- 7.4.10 LTD benefits shall be payable at a rate up to 60% of the claimant's creditable compensation if all eligibility requirements are met and the claim is approved.
- 7.4.11 The elimination period for LTD benefits is the period of time the employee has a disability before benefits can be paid. It is the last to be satisfied of the following:
 - 7.4.11.1 The first 182 consecutive calendar days of any one period of disability; or
 - 7.4.11.2 The exhaustion of the 182 calendar day STD benefit period.
- 7.4.12 Claimants who apply for LTD benefits must apply to the Social Security Administration for disability benefits.
- 7.4.13 For further details and procedures related to LTD benefits, please refer to 29 Del. C. §5256 - Disability Insurance Program Rules and Regulations.
- 7.4.14 Employees may request a copy of the State of Delaware LTD Disability Insurance Plan from human resources.

7.5 Leave without Pay

- 7.5.1 Employees may be granted leaves of absence without pay at agency discretion for personal reasons up to one (1) year. In exceptional circumstances, additional six (6) month periods may be granted, but in no case shall continuous leave exceed two (2) years.
- 7.5.2 Employees may return to duty before the expiration of the leave only with agency approval.
- 7.5.3 Employees returning from a leave of absence of six (6) months or less shall be returned to the duty assignment previously held. Employees returning from a leave of absence greater than six (6) months shall be returned to a position in the same class or comparable class when leave was granted.
- 7.5.4 Employees are required to follow the steps under Section 7.8 - Return to Work of this policy prior to returning to work.
- 7.5.5 Please refer to Appendix 8.4 for a process map of this section.

7.6 Donated Leave Program

- 7.6.1 The State of Delaware has a Donated Leave program designed to aid employees or their immediate family members suffering from an illness or injury requiring their absence from work for a period greater than five weeks, by enabling them to draw upon sick and annual leave donated by other employees.
- 7.6.2 Employees may donate sick and annual leave in equal amounts directly to the employee needing leave or to the Donated Leave Bank which eligible employees may draw upon.
- 7.6.3 You must meet eligibility requirements to receive donated leave.
- 7.6.4 Before receiving donated leave time, the requesting employee shall: (1) have been a State officer or employee for at least 6 months prior to the request; (2) have used all of his or her sick days and half of his or her annual leave; however, when the donated leave time is for the illness of a family member, the employee must have used all of his or her sick days and

annual leave; and (3) have established medical justification for such receipt, which must be renewed every 30 days.

- 7.6.5 Employees may obtain the donated leave request forms from human resources to begin the process to either donate or request donated leave.
- 7.6.6 All solicitations for donated leave are done by human resources in accordance with the Amended Donated Leave Program.

7.7 Worker's Compensation

- 7.7.1 Employees who are injured at work or suffer a work related illness are required to report the incident to their direct manager or a Management Team member as soon as practical.
- 7.7.2 The injury or illness does not have to result in lost time at work to qualify for Worker's Compensation benefits. Not all injuries or illnesses that happen at work causing lost time will result in receipt of Worker's Compensation benefits. You can speak to your local Human Resources representative for further information about Workers' Compensation, or you can review the information posted at <http://dia.delawareworks.com/workers-comp>.
- 7.7.3 The Management Team member is required to complete the State of Delaware Injury / Illness Report (Attachment B) with the injured employee at the time the incident is reported. The completed report must be forwarded to human resources for proper reporting to the Court's Worker's Compensation Carrier. This must be completed within two (2) business days from the date the employee reported the injury / illness.
 - 7.7.3.1 The Management Team member shall obtain written statements from the employee and any identified witnesses to the incident in order to complete the incident report.
 - 7.7.3.2 Employees are to complete page one (1) of the report in conjunction with the manager or Management Team member.
 - 7.7.3.3 If the employee is unavailable due to emergency situations in which the employee was transported to a medical facility, the manager or Management Team member is to complete the report and submit to human resources based on the information they can gather at the time he or she becomes aware of the incident.
- 7.7.4 Human resources will submit the appropriate information to the Worker's Compensation Carrier for claim review and processing. This must be completed within two (2) business days of receipt from the manager or Management Team member.
- 7.7.5 Human resources will contact the injured employee and provide information to the employee regarding a Medical Records Release, Authorization for Treatment, Physician's Report of Worker's Compensation Injury, Prescription Information sheets, and all related employee benefits.
- 7.7.6 Human resources will provide Employer's Modified Duty Availability Reports to the employee to provide to the employee's workers' compensation physician.
- 7.7.7 Human resources will be the point of contact and liaison between the Court and the Workers' Compensation Carrier as well as the Insurance Office of the State of Delaware.
- 7.7.8 While absent from work due to a work related illness or injury, employees are not required to follow the call out procedure to notify their supervisor of their absence from work.
- 7.7.9 While absent from work, the injured or ill worker covered under the State of Delaware Short Term Disability Plan is required to file a disability claim within 15 calendar days of the beginning of their absence from work if the absence is expected to last thirty (30) or more calendar days. Please refer to Section 7.4 – Disability Insurance Programs in this policy for further guidance.
- 7.7.10 Employees are required to follow the steps under Section 7.8 - Return to Work of this policy prior to returning to work.
- 7.7.11 Please refer to Appendix 8.5 for a process map of this section.

7.8 Return to Work

- 7.8.1 Prior to returning from any absence lasting three (3) or more consecutive scheduled work days, an employee must provide human resources a return to work note from their attending physician that includes the following:
 - 7.8.1.1 Name of employee
 - 7.8.1.2 Dates of care / treatment
 - 7.8.1.3 Clear language indicating the manner in which the employee is released to return to work to enable human resources to determine if the employee's return includes restrictions.
 - 7.8.1.4 Signature of attending physician or member of their medical facility / office.
- 7.8.2 If an employee is unable to contact human resources due to their medical condition, an immediate family member may contact human resources on their behalf.
- 7.8.3 Any employee who returns to work after any absence lasting three (3) or more consecutive scheduled work days and reports directly to their workstation without approval from human resources is to be sent to human resources as soon as the manager or Management Team member becomes aware of their presence at work. This is to prevent an employee from returning without a review of their medical condition, potential restrictions, prevent further injury, and protect the Court from risk associated with an employee working who is not approved to return to work.
- 7.8.4 Any employee who returns to work after any absence lasting three (3) or more consecutive scheduled work days without a return to work note will be sent home and will not be permitted to return to work without a return to work note from their attending physician and approval from human resources.
- 7.8.5 Human resources will notify the employee of approval to return to work. Human resources will also notify the manager that the employee has received approval to return to work, and the date of the return, as well as any approved restrictions.
- 7.8.6 Please refer to Appendix 8.6 for a process map of this section.

7.9 Dock in Pay

- 7.9.1 A dock in pay is the loss of compensation.
- 7.9.2 For an employee absent without approval for FMLA, STD, or Workers' Compensation, any absence that results in a dock in pay (including a partial dock) may result in corrective action.
- 7.9.3 For an employee absent on approved FMLA only, the employee may experience a dock in pay if they have exhausted all available leave to cover an absence during any given pay period.
- 7.9.4 For an employee absent on approved STD, the employee may experience a dock in pay if they do not have sufficient leave, or have not received donated leave sufficient to supplement the STD benefit to 100% of pre-disability income during any given pay period.
- 7.9.5 For an employee absent on approved Workers' Compensation, the employee may experience a dock in pay if they do not have sufficient leave, or have not received donated leave sufficient to supplement the Workers' Compensation and STD benefit to 100% of pre-disability income during any given pay period.
- 7.9.6 FLSA Exempt employees may not have their compensation docked for any purposes other than those expressly permitted under the FLSA.
- 7.9.7 It is the manager's responsibility to notify human resources and fiscal services of any employee dock in pay. Any employee absence that is going to result in a dock in pay must be communicated by email to both human resources and fiscal services so that appropriate transactions can be completed to impact payroll in a timely and efficient manner.
 - 7.9.7.1 Human Resources: FC_HR@state.de.us
 - 7.9.7.2 Fiscal Services: FC_Payroll@state.de.us

7.9.8 The manager shall notify human resources and fiscal services immediately upon determination that the employee absence will result in a dock. If a manager is uncertain of the dock status, they are to contact human resources to discuss the situation.

7.10 Timesheet Management

7.10.1 It is the manager's responsibility to manage an employee's timesheet until and unless the employee is approved for Continuous FMLA or STD.

7.10.2 If an employee absence is going to exceed fifteen (15) or more consecutive calendar days, the manager will transition the timesheet management to human resources. Human resources will be responsible for managing that employee's timesheet until the employee returns to work or until date of termination, whichever is earlier.

7.10.3 If the employee absence is for Workers' Compensation, human resources will be responsible to manage the employee timesheet so that all government supplements and time are tracked appropriately. The manager will transition the timesheet to human resources upon request.

7.10.4 Each month the manager is responsible for reviewing the timesheet with the employee and obtaining electronic approval by sending the timesheet file via email to the employee and requesting approval of what is documented. The manager is to resolve any discrepancies or concerns about the time, and should seek guidance from human resources for assistance as needed.

7.10.5 Timesheets do not need to be submitted to human resources every month.

7.10.6 Only the June and December timesheets need to be submitted to human resources unless a copy is requested directly by human resources. In July and January the manager shall print the timesheet, review it with the employee, and both the manager and employee will sign the document. The signed timesheet is to be scanned as a PDF file, the file named, and emailed to FC_HR_LeaveReport@state.de.us by the 5th day of July and January respectively.

7.10.6.1 The timesheet file is to be named as follows: Last, First Timesheet Month Year. For example: Doe, Jane Timesheet June 2014.

8.0 APPENDIXES

- 8.1 Call Out Process Map
- 8.2 FMLA Process Map
- 8.3 STD / LTD Process Map
- 8.4 Leave without Pay Process Map
- 8.5 Workers' Compensation Process Map
- 8.6 Return to Work Process Map

9.0 CONTACT INFORMATION

- 9.1 Human Resources of Family Court
 - 9.1.1 Statewide Director – 302.255.0066
 - 9.1.2 New Castle County Human Resources Specialist III – 302.255.0061
 - 9.1.3 Sussex / Kent County Human Resources Specialist III – 302.855.7458
- 9.2 The Hartford (STD/LTD)
 - 9.2.1 Disability Claims/Customer Service: 1-866-945-7781
 - 9.2.2 To begin a short-term disability claim on-line: www.TheHartfordAtWork.com

10.0 ATTACHMENTS

- 10.1 A - The Employee's Guide to The Family and Medical Leave Act
- 10.2 B - State of Delaware Injury / Illness Report
- 10.3 C – FMLA Checklist



FAMILY COURT OF THE STATE OF DELAWARE

INTERNAL POLICY MEMORANDUM NO. 15-001 "WORKPLACE ABSENCES"

POLICY ACKNOWLEDGEMENT FORM

I hereby acknowledge that I have received, read, and understand the above referenced policy of Family Court of the State of Delaware. I also acknowledge that I have received training for this policy.

Employee Name Printed

Employee Signature

Date