

Canaan Leasing, LLC

PO BOX 7177 - ALEXANDRIA, LA 71306
PHONE (318) 427-1300

Attention All Employees:

Due to the increased concerns of the spread of the coronavirus, we wanted you to be reminded of both our policies, and those recommendations of the CDC and other world health organizations. First, here is a brief run-through of our policies:

Absences and Sick Time:

- Contact your supervisor with as much advanced notice as possible
- Sick time requests will allow for the payout of sick time. For an absence to be considered “excused” it must be accompanied by a doctor’s note. Three or more unexcused absences may require disciplinary action. However, due to the pandemic, sick time requirements are temporarily waived and will include issues such as: children home due to school closures; State/Government required public isolation, work stoppage due to State policies and self-isolation due exposure. Excuses should be turned in whenever possible.
- Employees should give their supervisor a call before each day of missed work <or> let supervisor know of the entire absence period if given by dr. orders.
 - Supervisors still need to communicate and document absences as usual.

Vacation Time:

- Vacation time may be used for sicknesses if there is no available sick time
- Vacation time for the expressed purpose of time off, that is unrelated to sickness, may be denied or canceled due to business needs.
- Vacation time will automatically be paid for absences due to sickness that exceeds three days and where no sick time is available <OR> if leave is needed.

Leave Policy:

- Absences that exceed three days may trigger FMLA notifications for qualified employees
- ANY ABSENCE DUE TO EMPLOYEE’S OWN ILLNESS THAT EXCEEDS 3 DAYS is required to have a doctor’s RELEASE before returning to work. Not just a note from a doc that states the employee was merely “seen in the office”. This will be especially true to anyone who is actually diagnosed with the coronavirus.

<OVER>

- Absences due to a member of an employee's household needing care may also qualify for FMLA if exceeding three days.
- Personal, unpaid leave may be requested; however, the company will require all sick and vacation time to be exhausted before or during that requested time.
- If short term disability insurance is triggered, the employee will be required to have their doctor complete insurance forms for any payments. Coverage is at the discretion of the insurance company based on the physician's statements.
- Short term disability insurance can only be triggered for an employee's own illness/injury that exceeds a minimum of 15 calendar days. Any short term disability payments will be affected by sick, vacation or governmentally paid leave time (should any exist in the future).
- Currently, short term disability will not cover time an employee is away from work due to quarantine (without symptoms) only, nor for time away for work to care for a family member.

These policies can be reviewed further in the handbook under sections 4.2, 4.3, 7.2, 7.3, 7.6, 7.11

The US Congress is currently working through emergency legislation (as of 3/16/2020) that may offer paid leave time in some form. Should any law be passed, we will do our best to get information about these changes to each employee.

All notable health organizations are recommending that individuals who become exposed to the virus (by a member of their household and/or social network) should self-quarantine for up to 14 days. It will be each employee's responsibility to notify their supervisor of their exposure and quarantine. These will be treated as an absence due to illness within our company policies and will trigger some or all of the actions covered here. Return from quarantine, even without symptoms, will require a release from the doctor.

Secondly, anyone who believes their symptoms (or those of a member of their household) are due to coronavirus; or know they have been exposed, should call their general physician or the hospital FIRST before going to the location. There may be protocols in place and directions to follow upon arrival. **DO NOT GO TO ACCESSHEALTH LOCATIONS FOR SUSPECTED CORONAVIRUS SYMPTOMS OR TESTING**, they are not set up for this and this particular testing WILL NOT be part of the free services.