

Chester County SOAR Held-Harmless Policy 2016
Addendum to SOAR BONUS model eligibility guidelines
Effective July 1, 2016 (Adopted January 6, 2016) {**Revised 1-23-17**}

Under the Chester County SOAR Held-Harmless Policy, employees who experience certain issues that cause higher than normal absences during a school year could still be eligible to receive a SOAR bonus if that employee otherwise would qualify for the SOAR bonus.

The SOAR BONUS Model Eligibility guidelines allow eligible employees to miss up to, but not in excess of, 12 days within a school year and remain eligible to receive a SOAR bonus if that employee otherwise is qualified for the bonus. The number of days listed in this policy as the maximum days absent from work **includes those 12 days**.

Three categories of absences are covered under the policy:

- Hospitalization/Chronic Health Condition
- Maternity Leave/Adoption/Foster Child
- Military Deployment

Absences may be due to a situation with the employee or one of the employee's qualifying family members. Qualifying family members are limited to:

- Spouse
- Child
- Grandchild
- Parent
- Grandparent

The SOAR Held Harmless Employee Application must be completed, have all documentation attached, and be submitted within 60 days of the initial absence.

Details related to specific issues covered:

- Hospitalization/Chronic Health Condition
 - Maximum number of days absent and remain bonus qualified: 20
 - Reasons for absences covered:
 - Days admitted as hospital patient
 - Doctor ordered recovery days after dismissal
 - Follow-up doctor appointments
 - Documentation for all days (hospital bills, doctor's statements, etc.) must be presented with the completed application.
- Maternity Leave/Adoption/Foster Child
 - Maximum number of days absent and remain bonus qualified: 30
 - Reasons for absences covered:
 - Birth of a child
 - Adoption of a preschool aged child
 - Assignment of a preschool aged foster child
 - Documentation for all days (hospital bills, doctor's statements, court documents, etc.) must be presented with the completed application.
- Paternity Leave
 - Maximum number of days absent and remain bonus qualified: 22
 - Reasons for absences covered:
 - Birth of a child
 - Adoption of a preschool aged child
 - Assignment of a preschool aged foster child
 - Documentation for all days (hospital bills, doctor's statements, court documents, etc.) must be presented with the completed application.
- Military Deployment
 - Maximum number of days absent and remain bonus qualified: 20
 - Reasons for absences covered:
 - Days immediately prior to a military deployment scheduled for at least 6 weeks.
 - Qualified family member on military leave.
 - Injury of qualified family member while on deployment.

- Days immediately following a military deployment of at least 6 months
- Documentation for all days (deployment notices, etc.) must be presented with the completed application.

Granted Bereavement Days are automatically held harmless.

The SOAR Held Harmless Policy applies exclusively to the SOAR Bonus Model.

The SOAR Held Harmless Policy is independent of the Federal Family Medical Leave Act related to salary wages.