

**What** flexible schedules are available to employees (hourly, weekly, and monthly)? **When** can I use FMLA? **What** are the restrictions regarding family members such as spouses, children, and parents? **When** should I use Leave without Pay? **What** are the company policies for personal days? **How** many sick days with pay are allotted per year? **What** is the policy for borrowing vacation?

Committee for Women  
**Lunch and Learn Series**  
presents

# Time Matters

May 8, 2008, 12:00-1:00

JICS Lecture Hall (Building 5100, Room 128)

**Scott McIntyre** of ORNL Employee Benefits, and **Saylor Hummel** and **Waldean Richardson** of ORNL Human Resources Consulting will talk about ORNL policies and programs that may help us manage the time demands of work and family.

