
Policy Title: **Personal Leaves of Absence**

Scope: **All Team Members**

Policy Number: **HR-POL-6002**

Policy Sponsor/Manual: **Human Resources**

I. POLICY STATEMENT

AlerisLife allows eligible team members to apply for a personal leave of absence of 4 weeks for personal reasons or for unpaid medical reasons not otherwise required or authorized under the Family and Medical Leave Act (FMLA), other state or federal law or Company policy.

II. DEFINITIONS

N/A

III. POLICY GUIDELINES

A. Leave under this policy may not be taken on an intermittent basis.

IV. PROVISION(S) AND PROCEDURE(S)

- A. Team members are eligible to apply for a personal leave of absence when they experience a medical issue or serious health condition but do not satisfy the eligibility requirements for a FMLA leave of absence (or a leave of absence under applicable state law) or have exhausted their available FMLA allotment. The applying team member will be required to submit medical documentation from a health care provider indicating the nature of the team member's medical or serious health condition, the medical necessity of the leave and the leave's expected duration.
1. The team member must request a personal leave of absence thirty (30) days prior to the expected date of the beginning of the leave, or if such advance notice is not possible, with as much advance notice as is practical.
- B. A team member who must be out of work for non-medical reasons for a period of seven (7) consecutive days or more may apply for a personal leave of absence. To be eligible for a personal leave of absence, a team member must have been employed for 12 consecutive months. Personal leaves are a privilege and the Company retains the sole and exclusive discretion to grant or deny a request for a personal leave of absence. However, consideration will be given to all circumstances surrounding such a request, including but not limited to, the team member's length of service, the team member's attendance, prior disciplinary and work record, current staffing, workload and resident care needs.

1. Where required by state law, team members may be eligible to take unpaid leave to attend to academic activities directly related to the education advancement of the team member's child, parent-teacher conferences or to accompany the team member's child or elderly relative (as defined by law) to routine medical or dental appointments. Said leave may be taken in full day increments or on an intermittent leave schedule with a maximum amount as prescribed by applicable law.
- C. Duration of Leave/Extensions
1. Eligible team members may apply for a personal leave of absence for a period of up to four weeks. If the team member is unable to return from the personal leave at the expiration of the four-week period, employment will end. If the team member is unable to return from the personal leave at the expiration of the four-week period due to the member's serious health condition, leave as an accommodation will be discussed. The team member shall not engage in other employment during the personal leave of absence unless the team member obtains the prior written approval of the Executive Director and Human Resources).
- D. Benefits During Leave
1. If the team member has accrued PTO time, Extended Illness Bank (EIB) time, vacation time or sick time as of the date of the commencement of the personal leave, the team member will be required to apply that PTO, EIB, vacation and/or sick time during the leave of absence in accordance with those policies until such time runs out, at which time the leave will become unpaid.
 2. While on a personal leave of absence, a team member will retain his or her seniority. During any portion of the leave where the team member is continuing to receive compensation via application of PTO, EIB, vacation and/or sick time, the team member will continue to accrue additional paid time off benefits. When the leave is unpaid, the team member will no longer accrue paid time off in accordance with the Company's paid time off policies.
 3. During a personal leave, team members are not eligible for any holiday pay or wage increases, and PTO/vacation/sick time will not accrue during unpaid personal leave.
 4. During any portion of the leave of absence where the team member is continuing to receive compensation via application of PTO, EIB, vacation and/or sick time, the Company will maintain the team member's health and dental coverage, and the team member will be required to continue to pay their portion of the premium (i.e. their regular bi-weekly contribution), via normal payroll deduction. Once the leave becomes unpaid, the team member will be terminated from active benefits and offered continuation of health and/or dental coverage under COBRA.
- E. Return from Leave. A team member who takes a personal leave of absence is not necessarily entitled to reinstatement to the same or substantially similar position (unless required by law). If the length of the leave of absence is ten consecutive calendar days or less, the Company will reinstate the team member to the same or similar position. If the team member's leave lasts longer than ten days, the team member is not entitled to restoration to the same position and the Company reserves the right to fill that position. The Company will review and consider on a case-by-case basis requests for job protected leave beyond ten days under this policy, in accordance with applicable law. If after consultation with the HR,

additional job protection is not afforded and the position is filled, the team member, when able to return to work, may then apply for any open position for which he/she is qualified. Where required by state law, team members who take leave for the birth or adoption of a child will be granted the right to return to a same or equivalent position.

1. A team member who fails to return from personal leave on the date specified, without prior notification of intent not to return or without applying for an extension, will be considered as having voluntarily resigned his/her position and may be ineligible for rehire.
- F. Notification Obligations. Prior to beginning the leave of absence and with as much notice as is practicable, the team member must complete contact the Leave Administrator and file a request for Leave of Absence claim. When the leave is for medical reasons, the team member must attach medical documentation from a health care provider documenting the reason for the leave of absence, the medical necessity for the leave, the expected duration and the team member's expected return date. The team member must contact the appropriate supervisor one week prior to the identified return date to confirm the date and time of his/her return to work. The team member may be required to submit a fitness-for-duty evaluation from a health care provider prior to returning to work.

V. RELATED DOCUMENTS

FMLA Policy

Leave of Absence Process

Leave Administrator Claim Form



Prior Revision Date: 4/1/15

Effective Date: 7/1/23