



Personal Leave of Absence Policy

Definition

An unpaid personal leave of absence may be granted to part-time and full-time employees at the sole discretion of the Company. Such leaves may be granted for important and urgent personal needs at the discretion of company management and human resources. Any available PTO/Sick Time/Floating Holiday hours must be utilized concurrently with the personal leave of absence.

Eligibility

Full-time and part-time employees request for personal leave must be made as soon as possible prior to the date the requested leave is to begin. The employee must obtain and complete the "Request for Personal Leave of Absence" form to begin the request process. The employee must have the Department Leader **and** the appropriate Human Resources representative approve the leave by signing the form **prior** to the commencement of the leave if possible. For employees unable to provide signed form, email to Department Leader will be accepted. Failure to obtain the required signatures prior to the beginning of the leave will result in a denial of the request.

Each request for a personal leave of absence will be evaluated on a case-by-case basis. Employees may only apply for a personal leave of absence once per a rolling 12-month period.

Duration

The maximum duration for a personal leave of absence is 30 days (60 days with Department Leader approval). Extensions beyond 60 days will not be granted. Employees may return to work prior to the end of the 30 days if desired.

Job Protection

It is the employee's responsibility to return to work and/or be on the upcoming schedule prior to or on the date the leave expires. Failure to return to work on the scheduled date or failure to notify the Department Leader and the Human Resources representative of a delay in returning to work, will result in the immediate termination of employment and will be considered a voluntary resignation.

While there is no guarantee of job reinstatement for an employee on personal leave, the Company will attempt to hold an employee's position open for the period of the personal leave or place the employee in the same, similar or other open position provided that they meet the minimum qualifications of the job.

If an employee is out on a personal leave of absence and their position is eliminated, the employee's employment will be terminated.

Benefits

Company provided benefits will remain in effect for the duration of the approved personal leave. While on unpaid leave, full-time employees will be billed for their insurance premiums by Your Benefits Resources (YBR) on a monthly basis. Employees must make premium payment to YBR by the required deadline. Failure to pay the required premiums will result in the loss of coverage as of the date of the last paid premium. The employee will be prevented from re-enrolling in those benefits until the next annual enrollment period. If an employee is granted a personal leave of absence, all earned, accrued paid time off (vacation, emergency days, sick leave, etc...) must be exhausted and will be included as part of the thirty (30) day maximum (60 day maximum with Department Leader approval). However, taking an approved personal leave of absence will have no impact on average hour audit or minimum hour audit results.