

Policy Title: Personal Leave of Absence Policy

Policy Summary: Unpaid Personal Leave of Absence For Reasons Not Covered by Family Medical Leave

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

Policy providing for an unpaid personal leave of absence for reasons not covered under Family Medical Leave.

Purpose

The purpose of this policy is to allow personal, unpaid leaves of absence for qualified reasons unrelated to Family Medical Leave qualified reason.

Scope

This policy applies to employees requiring a personal, unpaid leave of absence unrelated to a Family Medical Leave qualified reason.

Policy

Personal Leave of Absence

In rare circumstances an individual may require a personal leave of absence. A personal leave is unrelated to a Family Medical Leave qualified reason. A personal, unpaid leave of absence may be granted upon approval of management and Human Resources. Holiday pay is not available for holidays that fall within the unpaid leave period.

Pay and Benefits

A personal leave of absence is intended to be unpaid. An employee may be required to use vacation time prior to an unpaid leave of absence. Short-term leaves of less than twelve consecutive weeks do not affect continuation of insurance benefits. If an unpaid leave of absence is extended more than twelve consecutive weeks, the participant is responsible for payment of the full cost of health and dental benefits. Sick leave accrual does not continue during an unpaid leave of absence and staff members are not paid for holidays that fall within the leave period.

Last Review Date: January 2021

Effective Date: September 2016