

POLICY NAME PERSONAL LEAVE OF ABSENCE

POLICY NUMBER 2.4.5

CATEGORIES

DATE PROPOSED: 11/8/18

DATE OF VOTE: 1/16/19

ACCEPT (Y/N): Y

An employee may be granted leave of absence without pay for a period not to exceed six (6) months for sickness, disability, or other reasonable and justifiable purposes. Such leave shall require the prior approval of the employee's immediate supervisor and the Senior Facility Manager (SFM). Such leave may only be extended by the SFM under extenuating circumstances.

Where the employee qualifies for leave pursuant to the Family and Medical Leave (see Policy 2.4.3) the leave of absence, up to the first twelve weeks, shall be considered to be family and medical leave pursuant to Policy 2.4.3 and shall run concurrent with any leave of absence granted under this section. In no event shall the combined family and medical leave pursuant to Policy 2.4.3 and any approved leave of absence pursuant to this section exceed six (6) months.

Employees who have applied for and received approval for a leave of absence shall not be entitled to any accrued benefits during the period of absence. Employees will be required to pay all premiums for group insurance during the period of absence to maintain eligibility for such benefits.

Failure to return to work from a leave of absence at the prescribed time may be considered as a resignation without notice (see Policy 2.1.10).

COMMENTS: Copied from City of Huntsville