

Leave of Absence Policy

Purpose

Employees may find that personal, health, or family problems make it necessary to be absent from work for extended periods. In addition, the company recognizes the need for periodic time off for employees for the purposes of vacation, rest and relaxation, family time of a non-medical nature, and other restorative activities. The company is committed to supporting employees by providing time off from work through various types of leaves that are described in this policy. In general, leaves of absence will be financially supported whenever possible through either continuation of pay or by payment of benefits. In some cases, requests for leaves of absence without pay for limited periods will be considered by management, depending on the reasons and circumstances for the request.

Policy

It is the policy of the company to provide leaves of absence subject to the conditions stated in this leave of absence policy.

Notice

Employees must submit a written request to their supervisors explaining the reason for the request and the anticipated length of the absence.

Advance notice of 10 days is required when foreseeable or as soon as need for the leave is known. When not possible to provide advance notice, notice is required on or as soon after the first day of absence as is practically possible.

When notice cannot be provided by the employee due to their incapacitation, notice should be provided by a family member or other person with knowledge of the absence.

Submission of timely notice does not constitute or ensure approval by management. All leaves must be approved by management.

Other Conditions

Any abuse of any leave policy may be subject to disciplinary action up to and including termination.

The company may require certification for any leaves for which the cause is a medical condition. The company reserves the right to conduct its own examination by an appropriately qualified medical practitioner at its own expense.

Leaves of absence are not intended for employees who are leaving their employment and do not plan to return to work at the company. Any employee who has given notice of intent to leave employment or who has a specific separation date due to a job elimination may not initiate a leave of absence without express approval from management during that period, unless that absence is due to unforeseeable circumstances.

Normally, an employee will not be able to request a leave of more than two (2) continuous weeks, although management may make exceptions under certain circumstances.

During any leave taken, employees are expected to inform their supervisors of their intentions, including any changes in their expected date of return, as soon as the employee becomes aware of the need for such a change.

All accrued paid leave remaining at the time the leave of absence begins must be used at the beginning of the leave. After those days are used, the remaining leave becomes unpaid.

All leaves, approved or unapproved, are subject to the absence/attendance policy to the extent allowed by law, rule, or regulation of a

governmental entity.

Management retains the right to deny the requested leave of absence, unless required under any applicable federal, state, county, or municipal law

Types of Leaves

(Use the following if your company has a "pooled leave" approach, commonly referred to as PTO.)

Paid Time Off

Employees are provided with a pool of paid time that they may use for vacation, absences due to their own or family member's medical conditions, time away from work for business and personal commitments, or any need to be away from work for a day or less. Please see the paid time off policy for eligibility, accrual, and other rules regarding this leave.

Unless the leave is specifically provided under another leave policy, all leaves are considered as paid time off.

(If your PTO plan includes jury duty, bereavement, and other types of leave often handled separately, then do not include any of the following leave descriptions that are included in your PTO plan.)

(Only use the following two leaves if your company has a segregated leave approach.)

Paid Vacation

Employees are provided with paid time that they may use for vacation, time away from work for business and personal commitments, or any need to be away from work for a day or less. Please see the paid vacation policy for eligibility, accrual, and other rules regarding this leave.

Unless the leave is specifically provided under another leave policy, all leaves are considered as vacation. In addition, available vacation leave must be used whenever pay for any other leave described in this policy is exhausted.

Paid Sick Leave

(Many companies do not allow the use of sick leave for care of a family member; however, this practice is changing due to the increased use of the FMLA and the growing number of state and municipal laws requiring such. Therefore, these policies are written with this in mind.)

Employees are provided with paid time that will be used to provide salary continuation when an employee is absent due to their own or a family member's significant illness. Please see the paid sick leave policy for eligibility, accrual, and other rules regarding this leave.

(The following leaves are typical of many leave policies but should not be included if they are part of a PTO plan.)

Unpaid Sick Leave

Additional leave due to a medical condition of the employee or family member may be granted on an unpaid basis to the employee in certain circumstances once eligible paid leaves are exhausted.

When paid sick leave is exhausted, any available paid vacation leave must be used. When paid vacation leave is exhausted, the company may provide, at its discretion, additional unpaid leave for the serious medical conditions of the employee or family member.

It is important to note that unpaid sick leave is not discretionary on the part of the employee. An employee may not elect to use unpaid sick leave in lieu of paid sick leave or in lieu of using any remaining paid vacation leave. Unpaid sick leave is only available with express management approval and only once all paid sick leave and paid vacation leave are exhausted.

If an employee is on approved unpaid sick leave and subsequently becomes eligible for additional paid vacation or sick time, unpaid sick leave will be put on hold and the paid leaves will be paid out until exhausted. Once these other leaves are exhausted, unpaid sick leave may resume, if approved.

It is not the intention of the company to guarantee unpaid leave to every employee every time or to provide unlimited unpaid leave, once leave has been granted. Unpaid leave is granted at the company's sole discretion, and if granted, the company will review the employee's need for continued leave periodically and make a decision as to whether to continue that leave or not. This decision will be based on the balance between the employee's likelihood of returning to work in the foreseeable future with the company's need for

productivity, and will be informed by the applicable laws, rules, and regulations that may govern that leave.

There is no separate policy statement for unpaid sick leave.

Bereavement Leave

Employees have up to three (3) days of paid leave available for use when an immediate family member dies or is expected to die within that time. Bereavement leave, like all leave, is subject to management approval. Unused bereavement leave is not carried over, nor is it paid out at the end of the year.

Please refer to the bereavement leave policy for specific information on the details of this leave.

Jury Duty

Employees have up to 10 days of paid leave for the satisfaction of their responsibilities for jury duty. Leave for jury duty is dependent on the requirement for the employee to be physically present in order to serve. A requirement that an employee be “available” or “on stand-by” is not sufficient to qualify for jury duty in most cases.

Should an employee be placed on a jury for a legal proceeding that lasts more than 10 work days, the company will make a determination, on a case-by-case basis, of the extension of time to cover the full term of service.

Please see the jury duty leave policy for specific information on the details of this leave.

Discretionary Leave

The company may, at its sole discretion, provide unpaid leave for any reason for an employee once all paid leave is exhausted. Discretionary leave is provided based on the need of the employee to be absent from work, the length of time the employee is likely to be absent, and the ability of the employee’s work unit to absorb the absence.

Discretionary leave requires the approval of both HR and Executive Management. There is no separate policy statement for discretionary leave.

Holidays

The company provides certain paid days off for specific holidays. These are not technically considered leaves and do not require advance notice of absence unless your work unit is required to work on the date of that holiday. In such case, a substitute day off with equivalent pay will be granted based on the need of the work unit and with immediate supervisor approval.

(Some companies may want to include the following provision for holidays.)

In the event a holiday is not available to an employee due to the demands of the work unit, the employee has the option to elect “double time” pay for work done on that holiday. However, if the employee elects that option, the holiday time is no longer available for substitution for another day.

Personal leave

(This leave is not recommended for companies that have PTO plans. Often referred to as floating holidays, generally the purpose of this leave is to be used as compensation for certain holidays for that may not be part of the paid holiday leave policy. Patriot’s Day or Martin Luther King Day are examples. If the leave is considered, it should not be considered as either a type of vacation or sick time and thus not included in the run out of paid leave for eligibility for unpaid leave. In this group of sample policies, this leave is covered under the holiday policy as floating holidays.)

Employees have up to three (3) days of paid personal leave to be used, with advance notice and approval, without regard to purpose. These days are not accrued but are available at the first day of the year. If unused, they are not paid out at the end of the year, nor are they carried over.

Please see the paid personal leave policy for specific information on the details of the leave.

Family Medical and Leave Act

The company does not consider the FMLA (and any other mandated job protection law, rule, or regulation) as a type of leave. It is mandated job protection while on a leave and as such does not constitute a leave separate from any of the leaves listed in this policy.

It is the company's policy to extend FMLA job protection concurrent with the appropriate paid or unpaid leaves for which a qualifying medical condition may be eligible.

For more information and details regarding FMLA job protection while on leave, please refer to the FMLA policy.

Policy approved by:

Date: