

# REQUESTING LEAVES OF ABSENCE POLICY

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A leave of absence (LOA) is defined as an unpaid approved absence from work for a specified period of time for medical, parental, military or personal reasons. If an employee finds that he/she must be out of work for more than three days, he or she should contact the Human Resources department to determine if a LOA may be necessary.

LOAs will start on the date of request or date of need; therefore, not after the exhaustion of paid time-off (PTO). While on LOA, an employee must contact the Human Resources department at least every 30 days. Failure to contact HR every 30 days may result in voluntary termination. Failure to return to work upon the expiration of LOA or refusing an offer of reinstatement for which the employee is qualified will also result in voluntary termination.

**Required Documentation:** All requests for a LOA must be made on a Leave of Absence Request form for the particular leave (FMLA, ADA, military, etc.) and submitted to the immediate supervisor. (This form can be obtained from Human Resources and is also available on the intranet under "HR Policies, Procedures, and Forms.") An employee must provide 30 days' advance notice when the need for the leave or absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee must provide notice to his or her immediate supervisor as soon as practicable. Physician certifications and other documentation supporting the need for a LOA may be required.

**Approval:** Both the immediate supervisor and the Human Resources manager will review the request. The immediate supervisor will notify the employee as to whether the request was approved. A leave of absence will not be granted to allow an employee time off to seek employment elsewhere or to work for another employer. Employees who begin employment elsewhere while on LOA, except military reserve duty, are considered to have quit voluntarily.

**Job Benefits:** [Company Name] will pay its portion of the cost of the employee's benefits including health, dental, life and disability insurance benefits while an employee is on LOA for 30 days, unless it is FMLA leave, in which case up to 12 weeks of coverage may be available. The employee must continue to pay his or her portion of the benefits which may be made by payroll deductions (when applicable) or by check which must be submitted to the Human Resources department each pay period unless other arrangements have been made. If the employee fails to pay his or her portion of the benefits for more than 30 days, the employee's coverage(s) will be terminated and he/she will be offered COBRA to continue benefits excluding life and disability insurance.

While on LOA, employees may be required to use any accrued PTO, vacation or sick time (See Paid Time Off Policy). After being absent from work for five consecutive work days (or seven calendar days), full-time employees may be eligible to receive short-term disability benefits, provided the necessary forms have been completed and submitted to the Human Resources department.

No benefits will be accrued while an employee is on LOA. Except as otherwise provided by law, time spent on a leave of absence, except for military reserve duty, will not be counted as time employed in determining an employee's eligibility for benefits that accrue on the basis of length of employment.