

Written: 02/28/2017	Policy	Leave of Absence Without Pay Policy
Approved: 03/23/2017		Dept.: All
Reviewed/Revised: 02/28/2017		Written: Logan Brown

Policy:

Leave of Absence without pay is an approved temporary absence from duty in a non-pay status requested by an employee. The term does not cover a suspension, furlough, an absence for which leave has not been approved, or non-pay status during hours or days for which an employee would be compensated on an overtime basis. If you believe you qualify for Family Medical Leave and/or Military Family Leave under the Family Medical Leave Act then you should apply for leave under those provisions. If you are not certain about eligibility under Family Medical Leave Act, please contact Human Resources.

Procedure:

All regular full-time and part-time employees employed by Area Agency on Aging for a minimum of 1 year are eligible to apply for an unpaid personal leave of absence for a maximum of 12 weeks. Job performance, absenteeism and departmental requirements all will be taken into consideration before a request is approved. Approvals of the immediate supervisor and human resources are required. Requests for unpaid personal leave may be denied or granted by the company for any reason or no reason and are within the sole discretion of the company.

Employees are not eligible for holiday pay while on an unpaid leave of absence. Nor will any other paid time off accrue during this unpaid leave of absence and you will be responsible for the cost of your insurance coverage during this unpaid leave of absence.

Employee

If an employee is expected to miss or unexpectedly misses more than 5 days and has no PTO available for use, the employee must submit a leave of absence without pay request to his or her immediate supervisor. The requesting employee will be asked to acknowledge his or her understanding that all requests for personal leaves are not granted.

Supervisor

The immediate supervisor will:

- Review the request taking workload scheduling and departmental requirements into consideration.
- Submit the department-level decision to human resources for final approval.

Human Resources

The Human Resources Manager will:

- Review the request for leave
- Determine if the employee is eligible for leave or if the employee is eligible for coverage under any state or federal regulation.
- Return the final decision to the employee with instructions to follow during the leave as soon as feasible.

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Return to work/extension of leave

An employee is required to return from the unpaid personal leave on the originally scheduled return date with documentation of the leave. Failure to return from an Unpaid Leave of Absence on the agreed upon date without an approved extension, will result in termination for job abandonment. An employee returning from an Unpaid Leave of Absence must contact Human Resources and their Supervisor at least one week in advance of the projected return date if the absence exceeds more than two weeks. If the employee is unable to return, he or she must request an extension of the leave in writing to their supervisor before the original return date. If Area Agency on Aging declines to extend the leave, the employee must then return to work on the originally scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will be considered on a case-by-case basis.