### Personal Leave

In the event you experience personal needs, an unpaid personal leave may be granted for up to one week by your supervisor. Such requests must be made in writing to the employee’s supervisor and will be reviewed on a case-by-case basis. Several factors will be considered, including, but not limited to, the reason for the leave, tenure, the length of time the employee will be away, current staffing requirements, and whether the employee has received any form of disciplinary action within the prior six (6) months. Personal leaves requiring more than one week require the approval of the Department Manager and Human Resources. Generally, a personal leave will not extend past 30 calendar days. Employees must exhaust any eligible paid time benefit before taking unpaid personal leave. Employee health benefits will be continued in the same manner as prior to the leave, if the leave is for ***[enter number]*** weeks or less. The employee must remit payment for the employee’s portion of the health insurance premium prior to leaving on personal leave, and in an amount equivalent to the expected period of absence. If the leave exceeds beyond a **[*enter number*]** week period, employees will be advised of their COBRA rights.

### Medical Leave of Absence (Non-FMLA)

If you are not eligible for FMLA, or have exhausted your FMLA covered leave, and have a medical condition that requires you to be away from work, you may be eligible for a non-FMLA medical leave of absence as an accommodation, up to an undue hardship, under ADA.

OR

If you have a medical condition that requires you to be away from work, you may be eligible for a non-FMLA medical leave of absence as an accommodation, up to an undue hardship, under ADA.

An unpaid medical leave may be granted upon certification of your medical condition by your physician.

Employees must use any available paid time benefit concurrently with this medical leave. Employee health benefits will be continued in the same manner as prior to the leave, if the leave is for ***[enter number]*** weeks or less, but the employee will be expected to remit payment for the employee’s portion of the health insurance premium prior to leaving on personal leave, and in an amount equivalent to the expected period of absence. If the leave exceeds beyond a **[*enter number*]** week period, employees will be advised of their COBRA rights.

If you do not return to work at the expiration of your leave, your employment may be terminated. While every effort will be made to hold your position during this leave of absence, **there are no job reinstatement rights associated with this leave of absence.**

Any employee needing a leave of absence should reach out to their manager or Human Resources as soon as possible.