**UNPAID NON-MEDICAL LEAVE**

In an effort to recognize the need of employees who require time off in addition to other types of leave, [COMPANY NAME] hereafter also referred to as [COMMON NAME],may consider an unpaid personal leave of absence without pay for up to a maximum of twelve (12) weeks within a 12-month period.

**Eligibility**

All regular employees employed by [COMMON NAME] for a minimum of 6 months are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements all will be taken into consideration before a request is approved. Approvals of the Department Head, COO 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. [COMMON NAME] reserves the right to terminate employment for any reason or no reason during the leave of absence.

**Job Benefits**

[COMMON 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. The employee must continue to pay his or her portion of the benefits, which must be submitted to the Payroll department each pay period unless other arrangements have been made; payment may be made by payroll deductions (when applicable) or by check. 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 or she will be offered COBRA to continue benefits, excluding life and disability insurance.

If the personal leave of absence is approved, the employee is required to use all available paid leave prior to being placed on unpaid leave of absence. Accrued Paid Time Off will continue to accrue while the employee is on paid leave, however these accruals will not occur while an employee is on unpaid leave. Except as otherwise provided by law, time spent on a leave of absence, except for military 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.

**Procedures**

***Employee***

An eligible employee should submit a request in writing to his or her Department Head. The requesting employee will be asked to acknowledge in writing his or her understanding that all requests for personal leaves are not granted.

***Department Head***

The immediate supervisor will:

* Review the request taking workload scheduling and departmental requirements into consideration.
* Make a recommendation to and obtain a decision from the COO.
* Submit the department-level decision to human resources for final approval.
* Return a decision to the employee as soon as feasible after receipt of the written request.

If the request is approved, the supervisor will submit an Employee Status Change form to Human Resources as soon as practicable. Once the employee returns, the supervisor should complete an Employee Status Change form, returning the employee to active status and submit to human resources.

***Payroll***

Payroll is responsible for ensuring that any employee on an approved personal leave of absence is not paid.

***Return to work/extension of leave***An employee is required to return from the unpaid personal leave on the originally scheduled return date. If the employee is unable to return, he or she must request an extension of the leave in writing. If [COMMON NAME] 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.