

## **EXTENDED LEAVE OF ABSENCE WITHOUT PAY**

### PURPOSE

To enable employees to receive extended time away from work to recover from medical disability, satisfy military service obligations or handle compelling personal business.

### SCOPE

This policy applies to permanent employees of The Center for Family and Child Enrichment.

### POLICY

Extended leaves of absence without pay may be granted to permanent employees to maintain continuity of service only in instances where unusual or unavoidable circumstances require prolonged absence for circumstances such as personal reasons, medical, maternity and other unusual situations. An extended leave of absence, of up to one year, may be approved by the CEO, upon receipt of a written request including stating date of intended return. Two (2) weeks prior to the end of the approved extended leave of absence, the employee must notify the CEO or designee of the intent to return to work. If the employee does not return, or notify the CEO or designee, it shall be considered that the employee has voluntarily resigned. The employee's prior service is protected for all benefits at his/her personal expense at full premium cost. On return to work from an extended leave, every effort shall be made to place the employee in the position held before the leave. Should a position not be available upon an employee's return, the leave shall expire and the employee may be placed on a temporary layoff until a comparable position becomes available.

Requests for longer leaves of absence that exceed one year will be granted only in exceptional situations and must have prior approval of the CEO.

A personal leave of absence to handle compelling personal business may be granted to permanent, full-time employees. Length of a personal leave of absence may range from five to thirty consecutive

calendar days to be eligible; the employee must have maintained a satisfactory record of employment with The Center for Family and Child Enrichment for a minimum of one year. Employees must use all accrued vacation time before a personal leave of absence commences.

A personal leave of absence is approved at the discretion of the CEO. The employee must be available to return to regular employment on or before the expiration date of the leave.

Military Leave may be granted for employees who are members of the armed services or reserves. An employee who volunteers or is called to active duty in a branch of the U.S. Armed Forces will be granted a leave of absence according to applicable state and federal law for the period of active duty. A regular employee on active military reserve status may take up to two weeks of unpaid leave a year for military reserve training.

Reserve Training. Any employee who is a member of the armed forces, reserve, or of the National Guard will be granted military leave not to exceed fifteen calendar days, in a fiscal year, after presentation of official orders and submission of a leave request. The employee shall receive pay for the number of working days occurring in the fifteen-day period, according to his regular work schedule.

Extended Active Duty During Wartime. An employee who enters the armed forces during a period of war between the United States and a foreign government or who is called to active duty in the armed forces or National Guard during wartime, shall be granted military leave for his/her period of military commitment.

Active Duty. Any permanent employee who is a member of the armed forces, reserve, or of the National Guard, who is called to active duty for whatever reason or duration, shall be eligible for the benefits of Section (B) above upon presentation of his/her official orders.

#### Family and Medical Leave.

CFCE will provide up to 12 weeks of unpaid leave, continue health care benefits and provide job protection for those employees who have worked a minimum of one year; with a minimum of 1,250 hours during the 12 months prior to the start of the FMLA leave. FMLA leave will be granted once, per 12 month period on a rolling calendar system. Employees are strongly encouraged to use their sick, vacation and personal time, concurrently with the FMLA leaves.

An employee may take FMLA leave for the following reasons:

- The birth of a child;
- Adoption of a child or the placement of a foster child;
- To care for a sick spouse, child, or parent; and
- Due to the employee's own serious health condition; and
- If a spouse, son, daughter or parent of the employee is on active duty or has been notified of an impending call to active duty status, in support of a contingency operation.
- 26 weeks of leave in a single 12-month period will be granted to the employee who is the spouse, son, daughter, parent or next of kin, in order to a care for a service member who is recovering from a serious illness or injury sustained in the line of duty.

If you do not return to work or contact your supervisor or manager on or before your expected date of return, the company may assume you have abandoned your job. Additionally, if you fail to return to work after the leave, for reasons other than the continuation, reoccurrence, or onset of a serious health condition that would entitle you to Medical Leave or other circumstance beyond your control, you may be financially responsible for the medical insurance premium that the company paid while you were on leave.

#### PROCEDURE

A request for a leave of absence without pay or the extension thereof must be submitted in writing to the CEO through the immediate supervisor within 30 days of the leave start date.

After 30 consecutive days leave of absence, the employee will be responsible for paying the entire cost of his/her group health insurance coverage and that of his/her dependents.

Leaves of absence up to ninety (90) calendar days, without pay, may be granted with advance approval of the Executive Director. Benefits may be continued during this period of time at the employee's expense. Upon return to work from a family leave the employee's position is guaranteed.

Upon return from an extended medical or personal leave of absence, employees will be reinstated in the following priority of position reassignment:

FIRST: prior position, if available.

NEXT: comparable position for which the employee is qualified, if available.

NEXT: lesser position for which the employee is qualified.

If no work is available according to the reassignment priorities listed above, the employee will be placed on a temporary layoff until a position as described above becomes available.

An employee granted an extended military leave may elect to be paid for accumulated annual leave.

Upon return from military leave, employees will be reinstated to the same letter step of the pay plan at which they were situated at the time of their leave of absence. Thus employees on military leave will receive any general salary adjustments that were granted to their job classification during their absence.

No loss of service credit with The Center for Family and Child Enrichment will occur as a result of the leave of absence, but no benefit credit will accrue toward vacation and sick leave entitlement for the duration of the leave.

Leave of absence shall not be granted to permit an employee to accept employment elsewhere or to establish a business.

Seniority is the length of time that the staff member has worked at the Center for Family and Child Enrichment. Seniority is preserved but not accumulated during an unpaid leave.