



8.10 Personal Leave

Employees may request a personal unpaid leave of absence to care for medical situations not covered by FMLA or to attend to other personal matters. A personal leave of absence is one that is generally expected to last more than one pay period.

1. Eligibility

Regular full-time and part-time employees are eligible to request a personal leave.

2. Request Procedure

An employee requesting a personal leave must provide a written request including the reason for the leave and expected duration. Generally, the leave may not exceed 60 days. Management, in conjunction with Human Resources, will determine whether or not to grant leave based on factors such as urgency, need, employee performance and business needs.

3. Return from Leave

While the Company will make every effort to place the employee upon his/her return, there is no guarantee that his/her position or a comparable position will be available.