

## 8.10 Personal Leave

Employees may request a personal unpaid leave of absence to attend to other personal matters or for family medical caregiving matters not covered by FMLA. 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 to grant leave based on factors such as urgency, need, employee performance and business needs.

### **3. Use of Accrued Paid Time Off**

Generally, personal leave is unpaid. However, if an employee has accrued paid time off from the Company and the requested leave is approved, that paid time off must be exhausted before any unpaid time is taken.

### **4. 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.

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