

Personal Leave of Absence Policy

The Company may, in its discretion and on a case-by-case basis, consider requests for personal leave by employees who have exhausted other leave or who do not qualify for other leave due to length of service or other factors, and need to be absent due to illness, injury, or disability, or other unusual circumstances that compel an employee to take time off of work for personal reasons.

Full-time, regular employees who have been employed with the Company for _____ (e.g., 2 years) or more are eligible for a personal leave of absence, up to a maximum of _____ (e.g., 16 weeks).

This leave will only be provided under unusual circumstances that compel an employee to take time off of work for personal reasons, which must be documented with sufficient verification.

Requests should be made, if possible, well in advance of the beginning of the requested leave. The personal leave request should:

- Be made in writing.
- State the leave requested and the reason for the leave.
- Be submitted to _____ (e.g., Human Resources Manager).

The Company may, at its discretion, require proof of illness, injury, or disability or other appropriate information from you, your health care, or mental health professionals, or a health care or mental health professional selected by the Company, where the leave is requested due to illness, injury, or disability.

Employees are required to use any accrued and unused paid leave (such as vacation/PTO/sick leave) during any personal leave. However, available paid sick leave, if any, may only be used if your need for personal leave is a reason for which sick leave may be taken under Company policy.

Paid leave will not accrue during any unpaid portion of personal leave.

The Company will not pay the healthcare premiums of any employee or, if applicable, an employee's dependent(s) during a leave of absence unless such payments are required by state or federal law. Otherwise, you may continue certain group insurance coverage under COBRA if you pay the required premiums.

The Company may, for business reasons and in its discretion, fill your position during the period of the leave.

At the end of the leave, you may be returned to your original position, if that position is still available, or you may be considered for other available positions at the discretion of the Company.