

LEAVE OF ABSENCE (NON-MEDICAL)

SECTION 4.16

Effective Date: October 15, 2015

Approved By: Governing Board 

PROCEDURE:

- A. Two (2) Weeks or Less: The Executive Director may grant non-medical leave of absence for a period not to exceed two (2) weeks.

To request non-medical leave without pay the employee must complete a request for leave form, obtain approval from their supervisor and send the request to the Executive Director. The Executive Director will forward the decision to Human Resources who will notify the employee and the payroll department of the decision and file the decision in the employees' personnel file.

- B. Over Two (2) Weeks: The Executive Director may grant non-medical leave for up to one (1) year.

To request non-medical leave without pay, the employee must send a written request to the Executive Director explaining the reason for the leave. The Executive Director will present the employees' request to the Personnel Committee at the next regular scheduled Board meeting. The Executive Director will forward the decision to the Human Resources Director who will notify the employee and the payroll department of the decision and file the decision in the employee's personnel file.

Leave will not be accrued while the employee is off on unpaid leave. Leave will be identified as vacation, sick, personal and holidays.

Fringe benefits will continue to be paid for short-term leave (less than two weeks). If the unpaid leave exceeds two weeks but less than thirty (30) days the employee will be responsible for paying the prorated share of these benefits based on the hours worked versus unpaid hours. If the leave exceeds thirty (30) days or if the employee fails to pay their share of the cost of the benefits, the benefits will be terminated.

All fringe benefits will be terminated until the employee returns to work (excluding sub time). However, COBRA may entitle the employee to health insurance provided the employee completes and returns the appropriate forms to the insurance carrier and pays the entire cost of the insurance premium.