Leaves

Requesting Leaves of Absence
A leave of absence (leave) is defined as an approved absence from work for a specified period of time for medical, parental, military, or other approved reasons. If an employee finds that he or she must be out of work for more than three days, he or she should contact the Human Resources department to determine if a leave of absence may be necessary.

Leaves of absence will start on the date of request or date of need. While on leave, an employee must contact the Human Resources department at least every 30 days. Failure to contact HR upon request may result in voluntary termination of employment. Failure to return to work upon the expiration of the leave or refusing an offer of reinstatement for which the employee is qualified will also result in voluntary termination of employment.

Required Documentation
All requests for a leave of absence must be made on a Leave of Absence Request Form for the particular leave (FMLA, disability accommodation, military, parental, other medical leave, personal leave, etc.) and submitted to the immediate supervisor. An employee must provide 30 days’ advance notice when the need for the leave or absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee must provide notice to his or her immediate supervisor as soon as possible. Medical certifications and/or other documentation supporting the need for the leave may be required.

Return to Work
Upon return to work, the employee may be required to take a fitness for duty exam or otherwise provide medical clearance.