Personal Leave

An employee may request a personal leave of absence from their supervisor, upon approval, the employee must notify the office of human resources. While taking an unpaid leave, employees remain responsible for their portion of the cost of elected benefits. Also, sick and vacation time are not accrued during an unpaid leave, and employees on leave are not eligible to receive holiday pay (if applicable) during the leave. All available paid time must be exhausted before unpaid time is used.

Requests for unpaid leave must be coordinated through the Office of Human Resources and requires review and approval by a supervisor, department head and division head.

Every attempt will be made to reinstate employees to the same or similar position upon their return from a personal leave.

Failure to return to work at the end of a personal leave (without an approved extension) shall be considered a resignation.