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| **Personal Leave of Absence** | **Last Revision:** | September 2016 |
| **Last Reviewed:** | September 2016 |
| **Applies to the following THA Group of companies:** | * Island Health Care * Island Hospice * Independent Life at Home * Ideal Aging * THA Services * RightHealth® |
| **Included in the following THA Manuals:** | * Administrative Policies & Procedures   V – Talent Management |

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## POLICY

The purpose of this policy is to provide full-time staff with unpaid leave of absences when justified by compelling personal circumstances.

**TYPES OF LEAVE**

**Personal Leave** — An employee may request a personal leave of absence if he/she wishes to take off time from work for personal reasons. The department’s workload as well as the nature of the employee’s request is considered in granting a personal leave.

The conditions of personal leave require that all available Paid Time Off (PTO) must be used prior to taking unpaid leave. However, during periods when workload is low, clinicians who are paid per visit may request permission to use unpaid leave in lieu of PTO. This permission may only be granted by the President and CEO.

Employees who have preapproved PTO but lack sufficient leave accrual must request unpaid personal leave. All such requests may only be approved by the President and CEO. In reviewing the leave request, consideration will be given to the nature of the request and reasons for the lack of available PTO hours.

Personal leaves may be granted for up to forty-five (45) days. Leave may represent a combination of paid and unpaid leave, with the unpaid portion not to exceed thirty (30) days. Employee benefits will remain in force until the end of the paid portion of the personal leave. When the unpaid leave extends beyond 10 working days, **the employee is responsible for the full cost of his/her benefits** during the leave if coverage is to continue. Paid Time Off benefit accruals are discontinued during the leave and will resume upon return to active employment.

THA Group makes a reasonable effort to return the employee to his/her former position, if available, or to a similar position for which the employee may be qualified. However, THA Group cannot guarantee such reinstatement in all cases. If the employee fails to return to work at the end of the personal leave, THA Group will consider the employee resigned from the position and will terminate employment.

**APPLYING FOR A LEAVE**

* If the need for the leave is foreseeable, employees must provide at least thirty (30) days advance notice before leave is to begin by completing the Leave of Absence Employee Request form (attached as Exhibit I). If thirty (30) days is not practicable, notice must be given within two (2) business days of when the need for leave becomes known to the employee.
* When the total leave time includes both paid and unpaid leave, the employee must complete the Request for Paid Time Off form for the paid portion of the leave and the Leave of Absence) form for the balance of the leave time.
* Management may require the employee to report weekly on his/her status and intent to return to work.

**APPROVAL**

* Requests for leaves of absence should be submitted to the employee’s immediate supervisor. The supervisor will forward the request to the appropriate reporting area Vice President for approval.
* All unpaid leaves of absence must be approved by the President & CEO of THA Group regardless of duration.

**EXTENSIONS OF APPROVED PERSONAL LEAVES**

* A leave extension may or may not be granted. Leave extensions may be approved based on organizational need, employee’s length of service, and employment record.
* The employee who requests a leave of absence extension is expected to submit required documents or forms to Talent Management at least two (2) weeks prior to the expiration of the originally approved leave period. The President and CEO of THA Group may confer with appropriate management as necessary to decide whether to approve or disapprove the leave extension.

**REINSTATEMENT/RETURN TO WORK**

* At least two (2) weeks prior to the expiration of an approved leave, including approved leave extensions, the employee is expected to contact his/her supervisor and Talent Management to stipulate the date of availability for return to work. When the return date has been established, Talent Management will activate reinstatement and coordinate with Payroll.
* Failure by the employee to comply with any of the above requirements may result in separation from employment.