

### **309 Unpaid Personal Leave**

*Effective Date: 05/07/2018*

We understand that there may be times where you will need to take a period of time away from work to fulfill personal obligations that are not covered by the other types of leave that we offer. With that in mind, we offer unpaid personal leaves of up to 45 work days in a year.

If you have a need to take personal leave, you should request as much advance approval from your supervisor as possible. The request must be in writing, provide the nature of leave, and the time requested. We may request documentation regarding your request as often as deemed necessary during the leave.

Please understand that we may not be able to grant your request for personal leave, as we will evaluate each request on a case-by-case basis. In doing so, we will consider a variety of factors, including input from your Department Head, current workloads, staffing levels, and your disciplinary status. Also, in most cases, personal leave may not be used to extend leaves of absence taken under other policies in this handbook.

If you take approved leave, you will be required to use any available paid time off as part of the approved period of leave (annual leave or sick leave, where applicable). For information about what happens to your insurance benefits, sick leave and annual leave accruals, and eligibility for holiday pay during leave taken under this policy, see our Impact of Leaves of Absence on Employee Benefits policy.

When a personal leave ends, every reasonable effort will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, we cannot guarantee reinstatement in all cases. If you fail to report to work promptly at the expiration of the approved leave period, or fail to communicate with us about your possible need for additional leave, we will consider you to have resigned employment.