

Leave of Absence Policy

POLICY: Leave of Absence			
POLICY NUMBER:	300.24	CUSTODIAN:	Human Resource
APV'D DATE:	05/01/2017	REVIEW DATE:	
EFFECTIVE DATE:	05/01/2017		
REFERENCES			

Part 1. Policy Background and Purpose

To provide a work/life balance, WETCC provides employees the opportunity to take a Leave of Absence (LOA) from their position.

Part 2. Definitions

A Leave of Absence (LOA) is defined as an approved absence from work for more than ten (10) working days.

An LOA is an unpaid leave from work where an employee can use available leave, if appropriate.

For purpose of this policy, a serious health condition is defined as: 1) A medical condition which could include continuing treatment or supervision by a health care provider; or 2) Continuing treatment of a chronic or long-term health condition

Part 3. Responsibility

All LOA requests must be in writing and submitted to the supervisor. Employees are asked to give at least a thirty (30) day notice when the need for the leave is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave is not foreseeable within thirty (30) days, the employee must provide notice to his or her supervisor as soon as possible.

If the LOA is due to medical reasons, the employee will be required to submit appropriate medical statements documenting the need for leave and any restrictions upon return to work.

The employee may be required to provide documentation to support any request for an LOA.

It is the responsibility of the supervisor to review the request and approve or deny balancing the need of the employee and work demands.

The Human Resources department will notify the employee if they are eligible for any type of benefits during an LOA such as short- or long-term disability.

Part 4. Policy

Subpart A. Types of LOA.

For this policy, there are several types of leaves that may be taken, including:

Medical Leave

On occasion, an employee finds it necessary to be out of work due to personal illness or to care for a family member who has a serious health condition.

A physician certification supporting the need for an LOA is required as soon as practicable for medical LOAs. The maximum amount of time allowed for a medical LOA should not exceed twelve (12) weeks within any 12-month period.

Parental Leave

A parental LOA may be granted to employees (male or female) for the birth or adoption of the employee's child, or for the foster care placement of a child in the employee's home.

The maximum amount of time allowed for a Parental LOA is twelve (12) weeks within any 12-month period.

Military Leave

A Military LOA may be granted to an employee who is called to service, training or other obligation. The amount of time granted for a Military LOA shall be based on official orders issued by the branch of service the employee is to serve, train or hold other obligations to.

Jury Duty Leave

A jury duty leave is available when employees are summoned to appear for Jury Duty. Time will be determined by the actual summons.

Personal Leave

A Personal LOA may be granted for reasons that may not apply to the other types of LOA outlined in this policy.

The maximum amount of time allowed for a Personal LOA is thirty (30) days in any 12-month period. The decision to grant a Personal LOA will be based on the business needs and budgetary constraints of the department and/or the WETCC, and is not guaranteed.

Subpart B. Extended LOA.

Under extenuating circumstances when an employee is not able to return to work after the time has expired for a regular leave of absence, an extended LOA may be considered. Granting an extended LOA will be at the discretion of the supervisor based upon circumstances and departmental requirements.

Subpart C. Benefits During a Period of LOA.

While on an approved LOA employees may use any accumulated sick or annual time as appropriate. If short- or long-term disability benefits are used, leave can be used to subsidize up to the amount of a full pay check.

During the time of an approved LOA WETCC will pay the employer's portion of the cost of benefits including health, dental, life & disability insurance. Employees continue to be responsible to pay their individual portion of the benefits which may be made by payroll deductions or by check submitted to the finance department no later than the first Monday of each pay week, unless other arrangements have been made. Employees must pay their share of benefits to continue coverage and avoid a cancellation.

During an extended LOA, the WETCC will not pay for the employee's benefits package. The entire cost of any continued benefits during an extended LOA shall be the responsibility of the employee.

Subpart D. Return to work after a LOA.

WETCC will attempt to return an employee who is returning from an approved regular LOA to the same or similar job, at the same salary that the employee held prior to the leave. Under some circumstances, however, permanent replacement during leave may be required, or in some instances, staffing requirements may change.

Following a medical LOA an employee may be required to submit a doctor's statement allowing the return to work or a fitness for duty statement as required by the supervisor.

Failure to return to work upon the expiration of an LOA without notice or requesting an extension or refusing an offer of reinstatement for which the employee is qualified will result in voluntary termination.

Subpart E. Seeking other Employment.

A Leave of Absence will not be granted to allow time off to seek employment elsewhere or to work for another employer unless special approval is obtained by the supervisor in consultation with Human Resources and the President.