

Community Services of Northeast Texas, Inc.

Personnel Policies & Procedures

603 Leave of Absence

Effective Date: 9/1/2003

Revision Date: 3/29/2006

Community Services provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- * Regular full-time employees
- * Regular part-time employees

As soon as eligible employees become aware of the need for a personal leave of absence, they should obtain approval from their supervisor. Final approval is required by the Executive Director.

Personal leave may be granted for a period of up to 30 calendar days every one year. With the supervisor's approval, an employee may take any available paid leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Community Services until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by Community Services according to the applicable plans.

Benefit accruals, such as Personal Leave and holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Community Services cannot guarantee reinstatement in all cases.

<ADDITION>>

An employee is responsible for ensuring their portion of their benefits premiums (Medical, Dental, Life, AD&D, Cancer and Accident) are paid while on leave. Earned Personal leave used while the employee is on leave and may cover some of the cost of the benefits. Any remaining cost must be paid to the agency by the employee by the date provided to the employee by the HR Department.

<<END OF ADDITION>

If an employee fails to report to work promptly at the expiration of the approved leave period, Community Services will assume the employee has resigned.