

**MARKLUND**  
**HUMAN RESOURCES POLICY AND PROCEDURE**

**POLICY NO. 5.3.2**

**PAGE 1 of 2**

**SUBJECT: PERSONAL LEAVE OF ABSENCE (NON-FMLA)**

**DEPARTMENTS AFFECTED: ALL**

**APPROVED BY**

**ISSUE/REVISION DATE: 1-11-94; 7-24-98; 3-15-02; 2-28-07; 5-1-13    EFF. DATE: 8-5-93**

**Purpose:** To provide employees an opportunity to take a personal leave of absence in situations that do not arise to the need for FMLA or leave.

**Policy:** Marklund provides eligible employees with up to four weeks for a compelling personal reason as determined by Marklund in its discretion, provided that the requested leave does not seriously disrupt Marklund operations. The department manager will determine whether to grant the leave and what period of time based on department staffing requirements.

**Definitions:** A non-FMLA personal leave of absence is one which is granted for a compelling reason other than conditions covered by the FMLA or for military service.

**Policy and Procedures:**

1. Eligibility is the same as FMLA-approved leaves. See HR Policy 5.3.1
2. Eligible employees may be granted a leave of absence for up to
3. All requests for a personal leave must be made in writing to the department manager. If the leave is foreseen, a minimum of a 30-day notice is required.
4. The request should include the date the leave is to begin, the expected date of return and the reason for requesting the leave.
5. If the compelling reason for the leave continues beyond four weeks, a written request for an extension of the leave may be made to the department manager. This request must be received before the original leave expires.
  - a. The extension request must include the new expected return date.
  - b. The entire personal leave, including the original period and any extension(s), may not exceed twelve weeks.
6. All unused, accrued vacation and personal days must be used before a non-FMLA personal leave will be granted.
7. Marklund cannot guarantee reinstatement to employees returning from NON-FMLA personal leave, but will make every effort to reinstate employees to their former positions if operational and business requirements permit. This means that Marklund will make a reasonable attempt to hold positions open for 4 weeks for those employees on personal leaves. However, the department manager, with the approval of the Human Resources

Director, may determine that urgent staffing needs indicate that a particular job must be filled sooner than four weeks, or that a highly specialized position should be held open for longer than 4 weeks, because of the extended time required to recruit and train a replacement.

8. Employees who have not been employed for at least 12 months, or have not worked a minimum of 1,250 hours in the preceding 12 months, are normally ineligible for any leave of absence except in Worker's Compensation cases (see Policy 3.3.3) Requests for exceptions must be clearly documented and must be approved by the Human Resources Director and/or the employees facility Administrator. If applicable an employee may be able to use any accrued PTO or ESB.
9. As soon as an employee requests a leave of any kind, the department manager must notify Human Resources of the nature and expected dates of the leave by initiating a status change.
10. Personal non FMLA leave of absence over four weeks will result in an adjusted hire date for purposes of certain benefit and seniority calculations.
11. Employees are expected to return to work upon completion of their approved leave. If they do not return or request an extension on or before the date of the expiration of the leave, it will be assume that they do not intend to return to work and the employment relationship will be terminated. Employment is normally considered terminated if the employee fails to return on the first regularly scheduled workday after the leave ends.
12. If the employee misrepresents the reason for a leave, the leave will be immediately canceled and employee will be subject to developmental action.
13. A leave of absence will not be granted to an employee for the purpose of taking other employment, including self-employment. An employee on leave who takes such employment will be considered to have resigned without notice as of the original date the leave began.