



*"Creating Life Opportunities"*

## Policy and Procedure # 660

### Employee Leaves of Absence

Approval: \_\_\_\_\_ Effective Date: 5/10/24

#### POLICY:

In addition to the Family and Medical Leave Policy, EFI will allow a leave of a specified duration if the circumstances are considered valid. Included as valid reasons for extended leave are:

- Active Military or Military Reserves.
- Jury Duty.
- Death in the immediate family.
- Subpoenaed as a witness.
- Other leaves of absence with prior approval.

#### PROCEDURE:

1. Employees should submit all requests for leaves of absence in writing to their supervisor and should include the following:
  - a. A detailed description of the reason for the leave
  - b. Supporting documentation when available
  - c. Start and end dates.
2. Supervisors must submit the request to the department director and executive director for final approval.
3. The employee will be notified of the decision in writing within 10 business days.
4. Accrued Personal Time benefits may be used for some, or all leave time if desired by the employee.
5. An employee on leave of absence, at their request, may be maintained on EFI's group medical insurance at employed status under one of the following conditions:
  - a. Arrangements are made for the absent employee to pay their share of medical benefits while on leave, and if these payments are not made, EFI may discontinue medical coverage. Or;
  - b. An agreement is signed that an employee who does not return to employment at the end of their leave of absence will be charged for health benefit expenses.