



Personal Medical Leave of Absence

Employee Name (Print): _____

Request Leave Start: _____

Request Leave End: _____

Policy:

An unpaid personal medical leave of absence may be granted upon request to regular full- and part-time employees for important pressing personal needs, at the discretion of your department manager. Accepting employment elsewhere is not unpaid leave and constitutes a termination of employment at M & M Home Care.

The employee is expected to provide at least 30 days' notice when requesting leave. When an employee becomes aware of a need for leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day, the next business day, or as soon as reasonably practicable. Leave requests that are not submitted according to policy and as soon as practicable will be denied.

Provisions:

1. Unpaid personal leave may only be requested once all other appropriate leave balances have been exhausted.
2. M & M Home Care will attempt to hold an employee's position open for the period of unpaid personal leave, if such leave is two weeks or less. If leave is greater than two weeks, the employee, if qualified, will be entitled to the first reemployment opportunity available over the next six months.
3. Employee health benefits will be continued in the same manner as received prior to the leave, if the leave is for two weeks or less, but the employee will be expected to remit payment for the employee's portion of the health insurance premium prior to departing for unpaid personal leave and in an amount equivalent to the expected period of absence. If employee requests leave which will extend beyond the two-week period, he/she will be advised of his/her COBRA rights. (See Continuation of Benefits policy for additional information about COBRA).
4. Unpaid personal leaves are limited to one per year.

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Procedure for applying for unpaid personal leave:

1. Requests for unpaid personal leave must be made in writing to the employee's department manager with a copy to the Director, Human Resources, and should indicate the reason and the length of leave requested.
2. The department manager shall review and act upon a request for unpaid personal leave in consideration of the following factors
 - o The purpose for which the leave is requested.
 - o The length of time the employee will be away.
 - o The effect the leave will have on the ability of the department to carry out its responsibilities.
 - o The quality of the employee's performance prior to the submission of the request.
3. All unpaid personal leaves must be approved by the department manager and concurred with by the Director, Human Resources.

Procedure for returning from unpaid personal leave:

1. An employee who has been granted an unpaid personal leave of absence shall give his or her department manager reasonable notification of his or her intent to return to work at least 2 weeks prior to the return date.
2. Upon receiving notification of the employee's availability, the supervisor or department head will arrange to have the employee resume his or her previous position, if available.
3. If the previous position is no longer available, the employee may be considered for other open positions that he or she may be qualified for and as they become available.
4. If no position exists, the employee will remain on unpaid personal leave until a suitable opening develops. If such an opening does not occur within a 60-day period, any obligation to reinstate the employee is discontinued and the employee's leave status is changed to a voluntary termination. Future reemployment would be as a rehire with only legally required reinstatement of applicable benefits.

Employee Signature: _____

Date: _____

HR Signature: _____

Date: _____