

B 190 - LEAVE OF ABSENCE

Policy:

By definition, leave of absence is employee requested; it is also subject to management approval. Time off without pay over two weeks will be considered under the rules of leave of absence. During the period of leave of absence, the employee will not accrue any benefits except as required by law.

Procedure:

An employee who applies for unemployment compensation during the period of leave of absence is considered to have quit.

Group insurance will continue during an approved leave of absence of up to 3 months if the portion of the premium normally deducted from the employee's paycheck is paid by him/her each week.