

Procedure Title:

LEAVES OF ABSENCE

PROCEDURE NUMBER: 6-0-3

Policy Title:

Personal Leave

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**APPLIES TO:**

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Keystone may provide a leave of absence without pay to eligible employees who wish to take unpaid time off from work duties to fulfill personal obligations that cannot be handled by means other than time off.
2. 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
3. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.
4. Personal leave may be granted for a period of up to 90 days every 12 month period. With the supervisor's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.
5. 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.
6. Subject to the terms, conditions and limitations of the applicable plans, health insurance benefits will be provided by Keystone 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 Keystone according to the applicable plans.

7. Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.
8. When a personal lave 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, Keystone cannot guarantee reinstatement to the same or any position in all cases.
9. All of the benefit programs become effective the first day of the month following the employee's return from personal leave. The employee's date of hire is maintained for benefit and service purposes.
10. If an employee fails to report to work promptly at the expiration of the approved leave period, Keystone will assume the employee has resigned.

NOTES: