
LEAVE WITHOUT PAY

HSWC, Inc. may provide leave without pay under certain circumstances and at the discretion of the supervisor and Executive Director. Leave without pay will only be granted for personal situations and educational pursuits.

ELIGIBILITY

Requests for leave without pay will only be considered for an employee that has been employed by HSWC, Inc. for at least six months at the time of the request.

FAMILY AND MEDICAL LEAVE

Requests for leave of absence without pay that qualify under Family and Medical Leave Policy will be governed by the terms of that policy. Please follow the procedures for requesting family and medical leave.

OTHER LEAVE WITHOUT PAY

Leave without pay will only be granted once all other Paid Time Off is exhausted. Leave without pay that does not qualify under FMLA will only be granted in extenuating personal circumstances and for educational pursuits that require attendance of the employee during normal work hours. All requests for leave without pay will be considered on a case by case basis.

When considering whether to grant leave without pay, the following factors will be considered:

- The reason for the request
- Length of service
- Attendance history
- Program needs

Leave without pay that does not qualify under FMLA will only be granted for a total of 10 days per year.

REQUESTING LEAVE WITHOUT PAY

Leave without pay must be requested at least 10 days in advance (when possible) by submitting a Leave Without Pay Request form to the immediate supervisor. Leave without pay must be approved by the immediate supervisor and then submitted to Human Resources for review. The Executive Director will have final approval for all leave without pay requests.

Approved by BOD 12/16/2002

Approved by Policy Council 1/13/2003

BENEFITS DURING LEAVE WITHOUT PAY

Leave without pay that does not qualify as family and medical leave will affect employee benefit status. Employees taking unpaid leave will only receive a prorated benefit amount according to the number of paid days during the pay period. For each unpaid day taken, the employee will not receive their benefit amount and may owe HSWC, Inc. for the cost of their insurance premiums. The amount owed to HSWC, Inc. can be paid through a payroll deduction or pre/ post payment by check can be arranged.

VIOLATION OF POLICY

Leave without pay for two days or less in length, which does not qualify under FMLA and has not been approved by the supervisor, will be documented as an unexcused absence and the employee will receive a verbal warning for the first offense. An employee violating the policy a second time will receive a written warning. A third offense will result in further disciplinary action up to an including termination.

Leave without pay for three or more days in length, which does not qualify under FMLA and has not been approved by the supervisor, will be considered a voluntary resignation.

Failure to return to work from leave without pay at the specified time will also be considered a voluntary resignation.

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