Leave of Absence Policy

Policy Number	300.24.02	**Custodian**	Human Resources
Approved Date	05/01/2017		
Effective Date	05/01/2017	**Review Date**	
References:			

1. Purpose

To provide a work/life balance, WETCC provides employees with the opportunity to take a Leave of Absence (LOA) from their position.

2. Persons Affected

2.1. Staff

3. Policy

This policy is to ensure the following:

3.1. Provides employees the opportunity to take a leave of absence (LOA) from their position.

3.2. A Leave of Absence will not be granted to allow time off to seek employment elsewhere or to work for another employer unless special approval is obtained by the supervisor in consultation with Human Resources and the President.

4. Definitions

4.1. Leave of Absence (LOA). Approved unpaid absence from work for more than ten (10) working days.

4.2. Serious health condition. 1) A medical condition which could include continuing treatment or supervision by a health care provider; or 2) Continuing treatment of a chronic or long-term health condition.

4.3. Medical Leave. Absence due to personal illness or to care for a family member who has a serious health condition. 1) A physician certification supporting the need for an LOA is required as soon as practicable for medical LOAs. 2) The maximum amount of time allowed for a medical LOA should not exceed twelve (12) weeks within any 12-month period.

4.4. Parental Leave. May be granted to employees (male or female) for the birth or adoption of the employee's child, or for the foster care placement of a child in the employee's home. The maximum amount of time allowed for a parental LOA is twelve (12) weeks within any 12-month period.

4.5. Military Leave. May be granted to an employee who is called to service, training or other obligation. The amount of time granted shall be based on official orders issued by the branch of service the employee is to serve, train or hold other obligations to.

4.6. Jury Duty Leave. When employees are summoned to appear for jury duty. Time will be determined by the actual summons.

4.7. Personal Leave. May be granted for reasons that may not apply to the other types of LOA outlined in this policy. The maximum amount of time allowed is thirty (30) days in any 12- month period. The decision will be based on the business needs and budgetary constraints of the department and/or the WETCC and is not guaranteed.

4.8. Extended Leave. Under extenuating circumstances when an employee is not able to return to work after the time has expired for a regular leave of absence. Granting an extended LOA will be at the discretion of the supervisor based upon circumstances and departmental requirements.

4.9. Sick and Annual Paid Time Off. Any accumulated sick or annual time to be used as appropriate. If short- or long-term disability benefits are used, sick and annual leave can be used to subsidize up to the amount of a full paycheck.

4.10. Health, Dental, Life, and Disability Insurance. WETCC will pay the employer's portion of the cost of benefits including health, dental, life & disability insurance.

a) Employees are responsible to pay their individual portion of the benefits with payroll deduction or by check.
b) Check payment must be submitted to finance no later than the first Monday of each pay week, unless arrangements have been made.
c) Employees must pay their share of benefits to continue coverage and avoid cancellation.

During an extended LOA, the WETCC will not pay for the employee's benefits package. The entire cost of any continued benefits during an extended LOA shall be the responsibility of the employee.

5. Procedures

5.1. All LOA requests must be in writing and submitted to the supervisor.

5.2. Employees are asked to give at least thirty (30) days' notice when the need for leave is foreseeable.

5.3. If the leave is not foreseeable within thirty (30) days, the employee must provide notice to his or her supervisor as soon as possible.

5.4. The employee may be required to provide documentation to support any request for an LOA.

5.5. If the LOA is due to medical reasons, the employee will be required to submit appropriate medical statements documenting the need for leave and any restrictions upon return to work.

5.6. The supervisor is to review the request and approve or deny with consideration to balancing the need of the employee and work demands.

5.7. The Human Resources department will notify the employee if they are eligible for any type of benefits during a LOA.

5.8. WETCC will attempt to return an employee who is returning from an approved regular LOA to the same or similar job, at the same salary that the employee held prior to the leave. Under some circumstances permanent replacement during leave may be required, or in some instances, staffing requirements may change.

5.9. Following a medical LOA an employee may be required to submit a doctor's statement allowing the return to work or a fitness for duty statement as required by the supervisor.

5.10. Failure to return to work upon the expiration of an LOA without notice or requesting an extension or refusing an offer of reinstatement for which the employee is qualified will result in voluntary termination.

Revision History

Rev. Date	Rev. No.	Revision
01/08/2025	2.	Housekeeping; New Format; Change Custodian
05/01/2017	1.	Original