

UNPAID PERSONAL LEAVE POLICY

I. PURPOSE

In an effort to recognize the need of employees who require time off in addition to other types of leave, the Chief Executive Officer may consider an unpaid personal leave of absence without pay.

II. POLICY

Eligibility

All full time regular employees employed by SVCE for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Job performance, absenteeism and departmental requirements all will be taken into consideration before a request is approved. Approvals of the immediate supervisor, department director and CEO are required. Requests for unpaid personal leave may be denied or granted by SVCE for any reason or no reason and are within the sole discretion of SVCE. SVCE reserves the right to terminate employment for any reason or no reason during the leave of absence.

Supervisor

The immediate supervisor will:

- Review the request taking workload scheduling and departmental requirements into consideration.
- Make a recommendation to and obtain a decision from the department director/manager.
- Submit the department-level decision to the CEO for final approval.
- Return a decision to the employee as soon as feasible after receipt of the written request.
- If the request is approved, the supervisor will notify the Finance and Administration Department.

Payroll

Finance and Administration is responsible for ensuring that any employee on an approved personal leave of absence is not paid.

Return to Work/Extension of Leave

An employee is required to return from the unpaid personal leave on the originally scheduled return date. If the employee is unable to return, he or she must request an extension of the leave in writing. If SVCE declines to extend the leave, the employee must then return to work on the originally scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will be considered on a case-by-case basis.