Personal leave of absence

A full‑time employee who has completed at least one year of service with the Company may request an unpaid personal leave of absence for a period of up to 30 days. A personal leave must be requested in writing at least two weeks in advance, unless necessitated by an emergency, in which case oral notification should be followed by written application for the leave.

Personal leave may be granted for any justifiable reason at the Company’s discretion, provided the leave does not seriously disrupt the Company’s operations. All unused, accrued vacation and personal days must be used before a personal leave will be granted.

The Company cannot guarantee reinstatement to employees returning from personal leave (unless such leave is covered by the Family and Medical Leave Act), but will make every effort to reinstate employees to their former positions if business requirements permit.

THIS POLICY IS OPTIONAL