Non-fmla leave policy

If an employee expects to be absent from work for more than three consecutive days (weekends included) as a result of illness, injury, or other disability (including pregnancy), he or she must submit a written request for medical leave to the Human Resources Department at least 30 days before the anticipated commencement of the leave. In the case of an emergency or when 30‑days’ notice cannot otherwise be provided, the employee or a member of the employee’s immediate family must notify the employee’s supervisor or manager as soon as possible. The written leave request normally should follow this notification by no more than three days.

In all situations, the employee’s request for medical leave must be supported by a physician’s certification of the medical need for leave. This certification must be furnished within 15 days of the employee’s leave request. The employee also may be required to submit to an examination by a physician selected by the Company before the leave of absence will be approved. If circumstances require an extension of the leave for any reason, the employee must provide the Company with a physician’s statement attesting to the employee’s continued medical condition and inability to work. In addition, an employee returning from medical leave must submit a doctor’s statement indicating that the employee has been released to return to work.

The maximum duration of a medical leave of absence is 26 weeks. If an employee is unable to return to work after 26 weeks, his or her employment will be terminated. Unless otherwise required by applicable law, the Company cannot guarantee reinstatement of the employee upon completion of an approved leave of absence. Nonetheless, the Company will make every effort to return the employee to a comparable job, subject to budgetary restrictions, the Company’s need to fill vacancies, and the Company’s ability to find qualified temporary replacements.

As a general matter, medical leaves of absence under this policy are unpaid. However, an employee on medical leave may be eligible for paid sick days, short‑term disability benefits, and/or long‑term disability benefits under the Company’s policies.

THIS POLICY IS OPTIONAL