

Bethany Life Communities	Effective Date: 03/12/2007	Date Revised:
<i>Personal Leave</i>	Page 1 of 1	

Policy Statement

A personal leave of absence may be necessary for Bethany Life Communities team members to tend to unforeseen events that may arise.

Policy Implementation and Interpretation

- ✓ This leave is intended to cover emergencies that would otherwise be covered under the Family and Medical Leave Act (see Family and Medical Act) but the staff member has not been employed long enough to qualify.
- ✓ Additionally, personal or family issues may qualify.
- ✓ To qualify the following criteria must be met:
 - The leave must be requested in writing upon a form available at the Human Resources office,
 - Prior approval must be obtained from the team member's supervisor and the manager of the building in which the team member usually works,
 - This leave may be with or without pay using available PTO, and
 - This leave can only be taken once every two years of employment.
- ✓ Leaves of greater than thirty (30) days may only be granted in special circumstances.
- ✓ Reasons for need of a leave must be submitted in writing to the community/building manager.
- ✓ Team members who are in the National Guard or military Reserves or who have other armed services obligations will be reasonably accommodated on the work schedule (see Military Duty/Service).