Personal Leave of Absence Policy

Effective date: 01/01/2003
Revision date: 12/01/2019

Purpose

The Company provides unpaid personal leave to make it possible for an employee to engage in activities of a personal nature and at the same time maintain recognized continuous service should the employee be reinstated by the Company.

Eligibility

The Policy applies to all regular full-time and regular part-time employees on the U.S. payroll. Temporary or intermittent employees are not eligible for leave provided by the Policy. To assist with employee eligibility determination, refer to U.S. Employment Status Policy. Employees must have at least 12 months of recognized continuous service.

Note: Employees represented by a collective bargaining agreement are eligible where provided for under the terms of an applicable collective bargaining agreement.

General Provisions

1. An employee is entitled to a minimum of 30 consecutive calendar days and a maximum of 12 consecutive calendar months of unpaid Personal Leave. Personal Leave is available to employees for reasons other than Family and Medical Leave (FML), military, disability or other statutory leave.
2. Personal Leave is granted at BU management discretion.
3. An extension of 12 consecutive calendar months may be granted at BU management discretion.
4. An employee reinstated from an approved Personal Leave will not be eligible for another Personal Leave until expiration of one year from date of reinstatement.
5. Personal Leave is not intended to be used to extend an employee's termination date.

Benefits

For information about Company-provided benefits, including retirement, available to employees on Personal Leave, refer to the Summary Plan Description (SPD). As this is an unpaid leave, employees will be responsible for paying contributions for insurance and other benefits they are eligible to continue while on Personal Leave. For information about the effects of unpaid Personal Leave on service awards or vacation, refer to the Service Recognition Policy or the U.S. Vacation Policy, respectively.

Exclusions

Personal Leave is not available or will be discontinued:

1. If the employee performs any work for oneself or any other person other than on behalf of the Company – regardless of whether the work is for pay or profit. **Note:** This provision does **not** apply if you have received written permission to perform the work, in advance, from your business unit's HR Manager.
2. If any employment conflicts with the purpose of Personal Leave or represents a conflict of Company interest.
3. As soon as it is determined the employee will be unable to or has chosen not to return to work.
4. If the employee applies for State Unemployment Compensation benefits.

Administrative Guidelines

1. The Company does not guarantee an employee a job at the end of Personal Leave.
2. An employee on Personal Leave may be terminated at any time with or without cause.
3. If applicable, Personal Leave cannot be taken until a Family Medical Leave of Absence has been exhausted.
4. If requesting an extension of Personal Leave, the employee must send the request, in writing, at least 30 days prior to the leave expiration date.

Questions

If you have questions, contact HR Connections. For immediate assistance, call 877-812-7547.

The Company establishes programs, policies and procedures appropriate to the business needs and requirements of its various operations and organizations (the "Policies"). Different Policies than those shown here may apply to subsidiary company employees based on business needs, local customs, contractual agreement, or legal requirements. The Company reserves the right to change, amend, or terminate any of the Policies at any time, without notice, subject to applicable law and/or the terms of any applicable collective bargaining agreement or contract. The information provided is not intended to supersede applicable local, state or federal law or the terms or provisions of any current collective bargaining agreement. In the event of conflict, the law or collective bargaining agreement shall prevail. If there are any discrepancies or conflicts between this information and the terms of the official Policies or any underlying insurance contracts, the official Policies and insurance contracts will control your actual benefits. Employees should confirm that the Policies accessed here apply to them and/or their organization before taking any actions.