

PROCESS FOR EMPLOYEE'S LEAVE OF ABSENCE

1

Employees should submit all requests for leaves of absence in writing to their supervisor and should include the following:

- a. A detailed description of the reason for the leave
- b. Supporting documentation when available
- c. Start and end dates.

2

Supervisors must submit the request to the department director and executive director for final approval.

3

The employee will be notified of the decision in writing within 10 business days.

4

Accrued Personal Time benefits may be used for some, or all leave time if desired by the employee.

5

An employee on leave of absence, at their request, may be maintained on EFI's group medical insurance at employed status under one of the following conditions:

- a. Arrangements are made for the absent employee to pay their share of medical benefits while on leave, and if these payments are not made, EFI may discontinue medical coverage. Or;
- b. An agreement is signed that an employee who does not return to employment at the end of their leave of absence will be charged for health benefit expenses.