



## Personal Leave Policy

The length of the leave approved will be contingent upon the reason for the leave and business necessity. The maximum length of a personal leave is eight (8) weeks. An employee will not be eligible for a personal leave of absence for twelve (12) months from his/her return date from the most recent leave of absence taken for any reason, excluding paid sick leave.

### *Requesting a Personal Leave*

#### If for pregnancy and/or childbirth

Requests for a personal leave of absence for pregnancy, post-pregnancy recovery, or baby-bonding that are not covered by any other applicable law or policy must be submitted to SJVCi's third-party administrator, Sun Life. Any leave taken for baby-bonding must commence within one (1) calendar day after birth. For information on how to submit a personal leave claim to Sun Life contact Employee Relations at [Employee.Relations@embered.com](mailto:Employee.Relations@embered.com). The employee must follow Sun Life's leave process and submit required documents and medical certifications.

#### For all other reasons

Requests for a personal leave of absence for reasons other than pregnancy, post-pregnancy recovery, or baby-bonding must be submitted to the employee's manager in writing specifying the reason and duration of the leave, at least three (3) months in advance, where possible. Short notice or emergency requests will be considered based on the specific circumstances of the request. The manager will check with Employee Relations to confirm that no previous leave has been taken. If approved, the manager will generate an Employee Status Update (ESU) taking the employee from regular/active status to Personal Leave indicating the start and end date of the leave.

### *Considerations for Personal Leaves for all Reasons*

In deciding whether to approve the leave request, the manager would consider the current level of business activity, the availability of replacements and/or coverage, along with the employee's job performance, attendance and the necessity of the request. SJVCi reserves the right to deny or modify any request for Personal Leave.

### *Reinstatement*

Employees taking Personal Leave should be advised that this policy **does not guarantee** reinstatement or their same or substantially equivalent position. Reinstatement after a leave is at the sole discretion of the Organization. If reinstated, the employee's length of service and/or full-time employment will be adjusted to reflect actual time of service minus the period of time for the leave of absence.

Accordingly, employees taking Personal Leave do so accepting the risk that they may be separated from employment with SJVCi. Employees failing to return from Personal Leave will be treated as resignations due to job abandonment.



Upon reinstatement, the employee's length of service and/or full-time employment will be adjusted to reflect actual time of service minus the period of time for the leave of absence.

#### *No Extensions*

No extension of a personal leave will be granted.

#### *Effects on Benefits*

- Employees with vacation time available in their leave bank must first exhaust his/her accrued vacation time before commencing Personal Leave.
- Employees who are pregnant or are recovering from pregnancy with paid sick leave available in their leave bank must first exhaust his/her accrued paid sick leave time before commencing Personal Leave.
- Vacation time accruals will cease during the leave.
- Earned sick leave remaining in the employee's leave bank that is used will remain intact.
- The employee generally will not be eligible for holiday pay. An exception will be made for exempt employees who commence Personal Leave in the same workweek as the observed holiday, provided the Personal Leave commences after the observed holiday. If the Personal Leave commences before the observed holiday, the exempt employee will not be eligible for holiday pay.
- The adjustment to the employee's length of service may affect vacation accrual when the employee becomes eligible for the next level of vacation accrual.
- Group health insurance may be maintained by the employee if the employee wishes to have immediate coverage upon return to work without having to meet a 60-day waiting period or waiting for the next open enrollment (whichever comes first).
  - During the Personal Leave SJVCi, will maintain the employee's health insurance only if the contribution (the employee's portion of the premium) is paid in full by the employee (for the duration of the leave) **prior to the employee going on leave.**
  - Thereafter, the employee will be offered COBRA.
  - If an employee returns, they will resume their insurance coverage the first of the month following his/her return to work.
- For information on how a Personal Leave will affect all other insurance coverage (dental, vision, and life.) and or 401k contributions or loan payments, please direct inquiries to Employee Relations at [employee.relations@embered.com](mailto:employee.relations@embered.com).