

**BENCO  
Personnel Manual**

**UNPAID LEAVE**

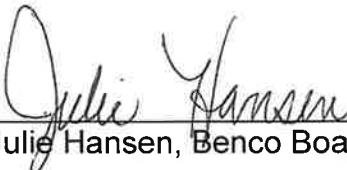
To request un-paid leave the employee must fill out a leave request form and turn it into their supervisor at least two weeks in advance. The unpaid leave must be approved by the employee’s supervisor, Residential Director and Executive Director. If the unpaid leave request is an emergency and the employee cannot give two-week’s notice the employee must get approval from their supervisor and the Residential Director. Failure to get advance approval will result in an “unexcused absence” and could include disciplinary action up to and including termination. Approval of the unpaid leave is based on case-by-case basis.

The maximum unpaid leave allowed is 80 hours per year, based on the calendar year. The maximum unpaid leave may be longer than 80 hours per year if the Executive Director has approved it. Extended unpaid leave is approved on case-by-case basis and can only be approved by the Executive Director. While on approved unpaid leave an employee must call the Executive Director 48 hours in advance if an extension is needed. An employee who does not get prior approval for an extension of unpaid leave will be terminated from employment.

Initial responsibility for finding coverage for the unpaid leave will be with the employee. The supervisor must approve of the plan for schedule coverage. When an employee is approved for unpaid leave for any reason other than OFMLA/FMLA, pregnancy leave or military leave, the employee must use all of their accrued vacation time.

If the unpaid leave is not due to OFMLA/FMLA, pregnancy leave or Military Leave, Benco does not have to hold the employees shifts or allow the employee to continue sick and vacation accrual or continue the employee’s health insurance benefits.

The employee is responsible for keeping their CPR, First Aid, Bloodborne Pathogens/ Mandatory Reporting Abuse and OIS trainings current while they are on unpaid leave.

Approved By:   
Julie Hansen, Benco Board President

Date: 7/21/22