Personal Leave of Absence Policy

Trindel Insurance Fund (hereafter referred to as the "Fund"), will consider granting a personal leave of absence when employees need time off that is not available under any other Fund policy. Only regular full-time and part-time employees who have completed at least 12 months of continuous service are eligible.

Notice

You must present a written request for a personal leave of absence to the Executive Director or your supervisor 30 days (when possible) before the requested leave date. The Fund will consider the request based on a number of factors, including the nature of the reason given, the length of time requested, our business requirements, your length of service, and your work performance record.

Duration

A personal leave of absence, when granted, will be for a period of up to 30 days. In extraordinary circumstances, the Fund may grant an extension if you submit a written request five (5) days prior to the expiration of the initial leave.

Leave is Unpaid

You will be required to use any accrued, unused paid time off during leave under this policy; however, the use of paid leave will not extend the duration of your leave and you must comply with all Fund policies regarding the use of paid leave. You will not earn any additional time off during your leave.

Benefits

During a personal leave of absence, you must pay all benefit insurance premiums in advance to continue participating in the Fund insurance plans, or your benefits may cease. You will not be eligible for holiday pay and, unless you are utilizing paid time off, will not accrue any form of paid time off.

Return to Work

If you do not return to work on the expiration of your personal leave, this may be deemed a voluntary resignation of your employment with the Fund. You may not accept other work during a personal leave without prior written approval of the Executive Director.

The Fund will attempt to return you to your current or a comparable position at the conclusion of your leave.