



When requesting a Leave of Absence (LOA), there are two types to choose from: personal and parental. Both types of leave are unpaid, and employees must use all accrued PTO in conjunction with the LOA. Employees may request to reserve up to 40 hours of PTO, but these requests must be approved by management.

## Personal Leave of Absence

- May be approved for absences of 5-20 consecutive working days
- Intermittent leave may be granted
- Approval from manager, HR, and CEO required
- Must be requested 30 days in advance, unless it's an emergency

## Parental Leave of Absence

- To be eligible for parental leave, an employee must be a regular, full-time or part-time employee and have worked for the company at least 12 months preceding the leave request
- The leave may be taken by an employee who is a biological or adoptive parent in conjunction with the birth or adoption of the child or, for female personnel, for prenatal care, or incapacity due to pregnancy, childbirth, or related health conditions

## Short Term Disability (STD)

- Depending on the reason for the approved LOA an employee may be able to receive Short Term Disability payments
- If applicable a STD application must be completed and submitted to Principal, the insurance carrier. Reach out to HR for the STD claim form
- Benefits commence 1<sup>st</sup> day post-accident and 8<sup>th</sup> day post sickness
- Maximum benefit period is 13 weeks
- Replaces 60% of weekly earnings, up to \$2,500 (Officers, Executives, and Engineers)/\$1,500 (All Other Employees)

## Process

- Notify manager and HR to start the LOA process
- Fill out an LOA request form and submit to HR
- Notify manager if you intend to reserve any PTO
- Once your request is received it will be reviewed and approved/denied within a week
- If approved, work with HR to determine what part of the leave will be unpaid
- Determine if insurance premiums need to be paid to continue coverage while on unpaid leave. If yes, premiums can be paid per pay period, per month, or in a lump sum directly to Learn to Live.
- Determine approximate return date
- While on leave check-in with HR and management monthly, if possible