

Other Leave without Pay (LWOP)

The purpose of this policy is to outline Haven's policy and related processes for applying for and taking unpaid leaves of absence for medical or circumstances which pose an immediate threat to an employee's health, safety or welfare. Leave without pay (LWOP) is an approved temporary absence from duty in a non-paid status requested by an employee. Haven is committed to balancing the needs of its employees with those of its organization, and recognizes that on occasion some employees may need to take special unpaid leave.

All regular employees of Haven who have been employed for a minimum of 90 days are eligible to apply for an unpaid personal leave of absence. Provided such leave is not an undue burden or a detriment to the operation of Haven, a regular employee may, upon written request to the employee's supervisor (e.g. the same person to whom the employee requests paid leave), be granted leave without pay for reasons other than those specified in the Family and Medical Leave Act policy for a period up to a maximum of ten (10) working days per school year. Extended personal leave without pay of eleven (11) days or more may be granted by recommendation of the Principal, to the CEO, and Human Resources Coordinator. Leave without pay shall not extend beyond five (5) work weeks.

A LWOP is permission recommended by a Principal then granted and approved by the CEO, and Human Resource for an employee to be absent from work for a specified period of time with the right to return to employment on the expiration of leave, provided such return meets the requirements contained in this policy. Requests for LWOP may be denied or granted by the company for any reason or no reason and is within the sole discretion of Haven. Haven reserves the right to terminate employment for any reason or no reason during the LWOP.

LWOP must be officially granted in advance of taking such leave. Any request that leave be granted retroactively may be denied. Leave for illness or other emergencies may be deemed to have been granted in advance if the employee makes a proper written report and explanation of the absence to his/her immediate supervisor or principal at the earliest practicable time.

LWOP may be taken in hourly increments. All LWOP requests must be preapproved and no leave will be granted for a period in excess of 5-work weeks. Any employee who is on LWOP pursuant to these rules and who desires continuing insurance provided by Haven shall be eligible for participating in the program and shall pay the entire monthly premium (to include both the employee and the employer portions of premiums) the first of every month directly to Haven. Employees on leave without pay status must maintain contact with Haven's Benefits Coordinator to ensure premiums are paid and maintained up-to-date while on un-paid status.

Leave without pay is not intended to be used to extend leave granted under the Family and Medical Leave Act. Job performance, absenteeism and departmental requirements all will be taken into consideration before a request is approved.

Where available, an employee's accrued leave (such as sick/personal, float leave and or vacation leave) shall be utilized before LWOP will be considered. Employees will not accrue leave (such as sick/personal, float leave and or vacation leave) while on LWOP. If an employee is on a non-pay status the day before and after a holiday, the employee shall not be eligible to receive payment for the holiday.

An employee is required to return from the LWOP on the originally scheduled return date or be considered to have voluntarily resigned from his or her employment. If the employee is unable to return, he or she must request an extension of the LWOP in writing as soon as the employee knows that the additional leave will be necessary. If Haven declines to extend the leave, the employee must then return to work on the originally scheduled return date or be considered to have voluntarily resigned from his or her employment. Extensions of leave will be considered by the CEO and HR on a case-by-case basis. Upon return, an employee who has been granted extended leave without pay shall be returned to his/her former position if a vacancy exists or to a substantially equivalent position, subject to certification requirements and the availability of a suitable position.