

## **6.09 Personal Leave without Pay**

### **Policy:**

It is the policy of Licking/Knox Goodwill Industries, Inc. to provide limited leaves of absence without pay to eligible employees who have exhausted their vacation or paid time off.

### **Procedure:**

Eligible employees are those who have completed their 90 day introductory period.

Personal leave requests must be submitted to the employee's immediate supervisor as soon as possible.

Personal leave may be granted for a period of up to 90 calendar days in each 12-month period.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations.

Upon the employee's return, every reasonable effort will be made to restore the employee to the same position, if it is available, or to a similar position for which the employee is qualified. However, Licking/Knox Goodwill Industries, Inc. cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, Licking/Knox Goodwill Industries, Inc. will assume the employee has resigned.

(Employees should refer to Policy & Procedure 6.10, *Family and Medical Leave* for further information.)