



LEAVE OF ABSENCE POLICY

SUMMARY

A personal leave of absence may be given to an employee at the discretion of the employer. An approved leave of absence is required for any time longer than eight days away from work. A leave of absence offers the option for extended time away from job responsibilities. Examples for need would include employees who are acting as family caregivers or have suffered a loss.

A leave of absence can be authorized on a case-by-case basis according to the employee's needs and the impact of the employee's absence on the functions of the workplace. The leave of absence is considered leave without pay. Benefits still may be offered during personal leave if the employee agrees to pay the full premium.

POLICY

Any available vacation must be used prior to the leave of absence.

An unpaid leave of absence is available to all full-time employees for no less than one week and no more than four weeks.

Use of leave of absence must comply with the following:

The safety department must authorize the leave of absence. Authorization is done on a case-by-case basis by considering the needs and circumstances of the employee and the impact that the employee's absence will have on the workplace.

An employee must have one year of continuous employment with Independent Power – C.A.T.

The request must be submitted in writing and should include proposed starting and ending dates for the leave period.

An employee who subscribes to Independent Power – C.A.T.'s benefits package is responsible for the total monthly premiums during the period of absence, unless otherwise provided by law.

An employee who takes an authorized leave of absence is guaranteed reinstatement to his or her job or to an equivalent position upon return from leave.

Failure to report to work on or before the agreed return date will be considered a voluntary resignation.

Effective 9/1/09

A copy of this policy is available to employees upon request.