



SUBJECT:	Personal Leave (Unpaid)
POLICY NO:	IV:24
APPLICABLE TO:	Regular Full-Time/Part-Time Employees
PAGE NO:	1 of 1
EFFECTIVE DATE:	August 25, 1993
REVISION DATE:	August 1, 2018 (due to name change)

I. POLICY:

The Hennepin Healthcare Research Institute (HHRI) recognizes the need for employees to have an unpaid leave for various personal reasons or to provide an extension of leave following a Family and Medical Leave (IV:20). Therefore, the policy of HHRI is to allow an employee to take an unpaid personal leave not to exceed three months if all procedures are followed.

II. PROCEDURE:

- A. All personal leaves of absence are to be approved prior to the employee leaving and will require approval from the P.I. or, if funding is not controlled by a P.I., two levels of signature (manager and above).
- B. A personal leave of absence shall be determined by HHRI management, not to exceed three (3) months. If a longer period is desired, the requesting employee shall have the leave reevaluated toward the end of the original leave period and a determination as to whether an extension will be granted will be made at that time.
- C. Personal leaves of absence on occasion may be approved by management without the employee requesting such a leave.

III. REINSTATEMENT AFTER UNPAID PERSONAL LEAVE:

- A. Upon return from a leave of absence, HHRI will try to place the employee in either the same or comparable position and at the same salary. In the situation where the same or comparable position is not available, other positions (usually at a lower level) will be reviewed and salary will be adjusted accordingly up to the maximum of the lower salary range. If a position cannot be found, the employee will be terminated.
- B. Regular full-time employees will not be displaced to make room for an unpaid personal leave-of-absence returnee.
- C. HHRI management reserves the right to fill any position vacated by an employee out on a personal leave of absence.

IV. COMPENSATION AND BENEFITS DURING LEAVE:

- A. Vacation and sick leave accrual will cease during any month when hours paid are less than 50% FTE.
- B. The employee is not paid for a holiday which falls during an unpaid leave of absence.
- C. Payment for individual and dependent coverage premiums for health, dental, life and disability insurance will be the employee's responsibility during this period. Continuation of these benefits is possible by payment of the full premium.
- D. Retirement and 403B-7 contributions would cease during this time.