



PERSONAL LEAVE OF ABSENCE
Handbook Policy 4.23

NAME _____ DEPT _____

DATE OF HIRE _____ STATUS: FT PT

Associates who have completed 1 year of employment are eligible for a personal leave of absence. The decision to approve a personal leave will be based on scheduling and department needs.

A personal leave must be requested in writing as far in advance as possible. Upon approval, you will be eligible for up to a maximum of 30 calendar days to resolve personal problems or deal with special emergency situations. Please refer to the policy for reinstatement.

All accrued PTO time must be used during your leave. If you do not have PTO, the leave will be unpaid. All benefits and Thompson Health payments toward insurance coverage will be suspended during your unpaid leave.

Refer to the handbook for more details. Please direct any questions to John Paul Mlynar, Benefits Administrator, Associate Services/Human Resources at (585) 396-6681.

Dates requested _____

Reason _____

Associate's Signature Date

Department Manager's Signature Date

Respective Vice President's Signature Date

**RETURN TO ASSOCIATE SERVICES/HUMAN RESOURCES
WITH ALL SIGNATURES, PRIOR TO TIME OFF**