

**Partnership for Children of Cumberland County, Inc.**  
**Human Resources Policies and Procedures**

**Employment Information – Benefits**

**Section 412a – Leave of Absence Without Pay-Long Term**

**(Not covered by Family Medical Leave Act (FMLA))**

**1. General Information**

- a. The Partnership for Children of Cumberland County, Inc. (PFC) provides long term leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations which are not covered by FMLA.
  - 1) An “eligible employee” is defined as a regular full time employee who has completed at least 90-days of continuous service with PFC.

**2. Policies**

- a. A long term leave of absence will not be granted for periods of less than two weeks in duration. Vacation and/or sick leave should be used for such absences. (Refer to 412b concerning short term leaves of absence).
- b. All vacation leave and personal days must be exhausted prior to the leave of absence without pay.
- c. Except in emergencies, an employee must submit a Long Term Leave of Absence form at least two weeks in advance.
- d. In emergency situations, an employee must contact their immediate supervisory within two working days and provide a verbal report so that the immediate supervisory can submit a Long Term Leave of Absence form.
- e. Final determinations as to approval or denial of a request for a long term leave of absence will be made, in writing, by the President.
- f. A leave of absence may be granted for a period of up to 60 calendar days. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension at the discretion of the President.
- g. If an employee is granted a personal long term leave of absence for more than 30 days, every reasonable effort will be made to reinstate the employee to the position held prior to the leave, however reinstatement cannot be guaranteed and PFC reserves the right to offer the employee another position in the organization if one is available.
- h. Subject to the terms, conditions, and limitations of the applicable plans, health, dental and vision insurance benefits will continue to be provided by PFC.
- i. During the period of leave of absence, the employee is responsible for any insurance premium payments normally deducted through payroll.
  - 1) The employee’s responsibility (insurance premium portion) will be made payable to PFC no later than the 10th of each month.
- j. For the first 30 days of a long term leave of absence, the employee pays their insurance premium portion, with the Partnership paying the remaining portion.

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- k. After the first 30 days, the employee is responsible for 100% of the insurance premium payment. The employee's insurance cannot exceed the guidelines set forth by COBRA.
- l. In the event an employee's portion of the insurance premium payment and/or COBRA payment is more than 30 days late, insurance coverage will be terminated effective on the date the payment was due. Once the employee returns to work, the employee will be subject to any waiting periods as if they are a new employee and the conditions of the insurance policy will be followed.
- m. When the employee returns from a leave of absence, other benefits will again be provided by PFC according to the applicable plans.
- n. Vacation, sick, personal and child involvement leave accruals and holiday benefits will be suspended during the leave and will resume upon return to active employment.

**3. Guidelines**

- a. Requests for leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.