

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

Employment Information – Benefits

Section 412b – Leave of Absence-Short Term

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

1. General Information

- a. The Partnership for Children of Cumberland County, Inc. (PFC) staffing requirements are based on the assumption that employees will be available for work with the exception of allotted holidays and accrued leave.
- b. See Section 210 – Employee Termination
- c. See Section 502 – Progressive Discipline

2. Policies

- a. An employee may be on a short term leave of absence without pay for a period of **up to two weeks** in duration. This accounts for time an employee is absent and has not accumulated sufficient vacation or personal leave to be paid.
- b. All vacation leave and personal days must be exhausted prior to the leave of absence.
- c. Except in emergencies, an employee must submit a Short Term Leave of Absence form at least two weeks in advance.
- d. In emergency situations, an employee must submit a Short Term Leave of Absence form within two working days of returning to work.
- 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 and/or Chief Financial Officer.
- f. The number of hours of leave without pay for non-exempt employees will be based on a 40-hour work week starting on Saturday and ending on the following Friday. The number of hours of leave without pay for exempt employees will be based on the requirement for 80-hours (work, holiday and leave hours combined) within a two week pay period.
- g. Approved absences – The use of a non-emergency short term leave of absence may be noted on the employee’s next performance review as an area that needs improvement and may impact merit-based pay adjustments.
- h. Unapproved absences – An unapproved absence occurs when:
 - 1) An employee does not report to work after a request for a short term leave of absence without pay has been requested and denied, or
 - 2) An employee does not report to work and does not contact their supervisor regarding the absence. Note: Employees who miss work for three consecutive days without notifying their supervisor or have three consecutive days of unexcused absences are considered to have resigned their jobs.
- i. Employees who are absent without approved leave will be subject to disciplinary action.

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- j. The use of a non-emergency short term leave of absence will be noted on the employee's next performance review as an area that needs improvement and will impact merit-based pay adjustments.

3. Guidelines

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