



Leave of Absence

Valley Academy recognizes that employees may occasionally need to be absent from their scheduled position for various reasons. Leave of absence has been developed to accommodate this needed time-off. Full-time employees are eligible for leave of absence.

A request for leave of absence must be submitted to and approved by the employee's supervisor and must be in writing. Unless there is an emergency situation, all requests for leave should be made within 15 days prior to the commencement of the leave.

Employees must use their accrued personal leave bank, if eligible, for temporary disability, documented by a physician, up to a maximum of six weeks. Any time after exhausting personal leave time the employee will be responsible for paying daily substitute fees. These fees will be automatically deducted from the employee's pay check.

If an employee's illness or injury requires a leave of absence for more than 6 weeks, Valley Academy will, with satisfactory medical evidence, extend an employee's leave for an additional unpaid 6 weeks, for a total of 12 weeks in any 12 month rolling period. Valley Academy will grant the employee reinstatement to his/her job (assuming it has not been eliminated) at the end of the twelve week period, if the employee can continue to perform the job with or without reasonable accommodation.

At least fifteen (15) business days prior to their expected date of return to Valley Academy, the employee is responsible for notifying the Business/HR Director, in writing, a request for an extension or resign via email, letter or phone call.

A return to work certification from the employee's physician is required.



Qualifications

To qualify for leave of absence without FMLA, the employee must meet **all** of the following conditions:

- 1) The employee must have exhausted **all** paid leave (sick, vacation, personal days) and need a leave of absence of 10 or more workdays.
- 2) The employee must be Full-Time
- 3) admin leave

Type of Circumstances Covered

To qualify for leave of absence under this policy, the employee must be taking leave for one of the circumstances listed below:

- 1) An employee's own serious health condition (under care of a physician) that makes the employee unable to work.
- 2) The birth of the employee's child (the father as well as the mother are eligible for this leave). If both parents work for Valley Academy the total time for the childbirth absence for both employees may not exceed six weeks.
- 3) To care for the employee's spouse or parent or for a child who is under the age of 18 with a serious health condition.

A serious health condition is defined as a condition which requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition which requires continuing care by a licensed health care provider.