
E-3i(11)	PROCEDURE	Benefits for Eligible Employees: Leave of Absence Without Pay
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1. Return the employee to employment if a vacancy exists for which the employee is qualified;
2. Permit the employee to continue participation in the health and life insurance programs, if the carriers permit continued participation, at the employee's own expense, except when the employee enters other employment for pay during the leave;
3. Give the employee, upon return to employment, the experience credits earned prior to the leave.

Leave of Absence Without Pay (Short Term)

An employee may be granted a leave of absence without pay upon the approval of the Administrative Representative. Such leave shall not exceed five (5) days in a fiscal year.

Adopted Date: 07/01/2001