

**AMERICAN LIBRARY ASSOCIATION
PERSONNEL POLICY MANUAL**

Item Number 309

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UNPAID PERSONAL LEAVE OF ABSENCE

Reviewed: 4/1/98

General

Unpaid personal leaves of absence, other than those that qualify as family and medical leave under the Family and Medical Leave Act, may be granted under special circumstances at ALA's discretion. Approval of the employee's immediate supervisor and the Department Head is required.

All unpaid leaves of absence for personal reasons in excess of one week must be reported in writing to the Human Resources Department prior to the leave.

For information regarding insurance and retirement plan contributions while on an unpaid leave of absence, refer to Policy #405.

Employees on unpaid leave of absence, either personal or medical, do not accrue vacation or sick leave during the time they are on unpaid status.

Unpaid personal leaves may be requested by full-time regular and part-time regular employees who have completed three months of employment.