

Wake Forest Baptist Medical Center

Personal Leave of Absence

Effective: June 2013

POLICY

This policy of Wake Forest Baptist Medical Center is to provide any eligible staff/faculty member the opportunity to request personal time off for reasons such as educational opportunities, travel, to care for a family member or any personal reasons that are not specifically accommodated by any other type of leave. Such leave approval is at the discretion of the staff/faculty member's management team. The management team who is considering denying a leave should consult with Leave of Absence Administration.

A personal leave is needed if the staff/faculty member is requesting time off for a period of more than one month. Time off for less than one month should be handled within the department.

SCOPE

Applies to Staff, Faculty, including Leadership

GUIDELINES

Eligibility

Staff/faculty members with one year of service are eligible for a personal leave of absence.

Duration

Leave time under this provision cannot exceed the six-month maximum time available under any combination of leaves granted in any rolling 12-month period. All accrued BTO/vacation must be taken in connection with the leave.

When to Apply

A staff/faculty member needing a personal leave must notify his/her manager and submit the appropriate paperwork to the Leave of Absence Administration prior to the start of the requested leave.

Applying for and Processing Leaves

Personal leaves may **not** be granted for the following reasons:

- To seek or accept employment outside the Medical Center
- To circumvent other Medical Center policies
- To perform voluntary service that may cause an actual or potential conflict of interest with the staff/faculty member's employment by the Medical Center

To apply for a personal leave of absence, the staff/faculty member will be required to provide:

- [Employee Leave Request Form](#)
- [Documentation for Personal Leave of Absence](#)

Reinstatement

Personal leaves of absence do not carry a guarantee of reinstatement. Staff/faculty members who are not reinstated into their previous position/department should contact Human Resources for information on available openings.

Benefits

Health & Dental Insurance

- Staff/faculty members are responsible to pay the employee portion of their benefits either by payroll deduction, through use of BTO or through monthly payments.

Life Insurance

- Life Insurance continues as long as the staff/faculty member continues to pay the premiums.

Disability Insurance

- Disability Insurance continues as long as the staff/faculty member continues to pay the premiums.

Health and Dependent Care Spending Accounts

- The staff/faculty member may continue to submit requests for reimbursement of services incurred.

Retirement Savings Plan

- If a staff/faculty member is not yet vested in the Retirement Savings Plan, he/she will receive vesting credit for the hours of service while on a paid leave (not to exceed eight hours per day of absence). No vesting credit is granted for the time a staff/faculty member is on an unpaid leave.

Responsible Department:

Human Resources

Review Cycle:

3 years

Approved By:



Cheryl E. H. Locke, Vice President and Chief Human Resources Officer