
	Personal Leave of Absence Policy	Type:	Tier 2
		Effective Date:	June 2013
		Revised Date:	August 2017
		Contact:	Human Resources
Approval Signature:		Date Approved:	August 2017
Typed Name and Title: Lilia Bailey, Senior Vice President and Chief People Officer			

1) General Policy Statement

Wake Forest Baptist Medical Center provides 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 manager

- a) Scope: All WFBMC staff and faculty
- b) Responsible Department/Party/Parties:
 - i. Policy Owner: Human Resources
 - ii. Procedure: Leave of Absence Administration
 - iii. Supervision: Leave of Absence Administration
 - iv. Implementation: Leave of Absence Administration

2) Definitions

For purposes of this policy, the following terms and definitions apply:

- a) **WFBMC:** Wake Forest Baptist Medical Center and all affiliated organizations including Wake Forest University Health Sciences (WFUHS), North Carolina Baptist Hospital (NCBH), Davie Medical Center (DMC), Lexington Medical Center (LMC) and all on-site subsidiaries as well as those off-site governed by WFBMC policies and procedures.

3) Policy Guidelines

a) General Guidelines

- i. Personal leaves may **not** be granted for the following reasons:
 - a. To seek or accept employment outside the Medical Center
 - b. To circumvent other Medical Center policies
 - c. To perform voluntary service that may cause an actual or potential conflict of interest with the staff/faculty member's Medical Center employment
- ii. Before denying a leave request, the manager should consult with Leave of Absence Administration.
- iii. 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.

b) Eligibility

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

c) 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.

d) Applying for Leave

- i. A staff/faculty member needing a personal leave must notify his/her supervisor and submit the appropriate paperwork to the Leave of Absence Administration prior to the start of the requested leave.
- ii. To apply for a personal leave of absence, the staff/faculty member will be required to provide:
 - a. Employee Leave Request Form
 - b. Documentation for Personal Leave of Absence

e) Reinstatement

- i. 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.

f) Benefits

- i. 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.
- ii. Life Insurance:

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

Disability Insurance continues as long as the staff/faculty member continues to pay the premiums.
- iv. Health and Dependent Care Spending Accounts:

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

4) Questions

Questions regarding how the policy applies to a specific situation should be directed to Leave of Absence Administration, 336-716-3334 or loaa@wakehealth.edu.

5) Review/Revision/Implementation

- a) Review Cycle: This policy shall be reviewed by Human Resources at least every three years from the effective date.
- b) Office of Record: After authorization, the Legal Department shall house this policy in a policy database and shall be the office of record for this policy.