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