

# Patriot Security EOC Leave of Absence Policy

A leave of absence is an employment status for an employee who is approved for extended time away from work for medical or personal reasons. Requests for a leave of absence are required to be submitted when a medical or personal absence is expected to last more than five business days.

## Leaves of absence can be requested for any of the reasons below:

- An employee's own serious health condition
- An employee's family member who has a serious health condition
- Birth and care of an employee's newborn child
- Adoption or foster care placement with an employee
- Personal reasons not covered by federal or state laws that are not a pre-approved vacation

Patriot Security EOC will fully comply with applicable federal or state laws to administer leaves of absence.

## Family Medical Leave Act (<https://www.dol.gov/agencies/whd/fmla>)

An eligible employee requesting leave for their own Serious Health Condition or seeking to provide care for a covered family member may be eligible for job protection under FMLA. The maximum leave duration for FMLA leave is **twelve weeks**. **FMLA leave is unpaid**. There is no disruption in an employee's benefit coverage during an approved FMLA leave of absence. **Employees are responsible for paying the employee portion of their benefit premiums during their approved leave period.**

## Personal Leave

A Personal Leave is typically used in circumstances when an employee's need for leave is for personal reasons not covered by FMLA. Personal leaves of absence are subject to approval at the Patriot Security EOC's discretion. The maximum leave duration for Personal leave is **four weeks**. **Personal Leave is unpaid**. **Employees are responsible for the full premium cost for their benefits while on an approved Personal Leave**. If the personal leave exceeds four weeks, regardless of reason, the employee will be terminated, but eligible for rehire if a position that the employee is qualified for is available.