

SECTION III – SPECIFIC EMPLOYEE POLICIES

CATEGORY: Leaves and Absences	NUMBER: 3.26
SUBJECT: Personal and Professional Leaves of Absence	PAGE: 78
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PURPOSE

To provide opportunities for personal and professional development or leaves of absence for other personal reasons.

POLICY

WSNCC encourages employees to continue to develop skills and knowledge related to the work of WSNCC and will provide leaves of absences for this purpose.

WSNCC also recognizes that employees may benefit from leaves for other personal reasons and may consider these requests depending on the nature of the request, contribution of the employee and the requirements of WSNCC at the time of the request.

Approval of general leaves and professional development leaves are at the discretion of the Executive Director or Board of Directors based on the needs and requirements of the agency.

PROCEDURES

1. Employees may request an unpaid leave.
2. Only employees who have been working for the organization for 1 year or more are eligible for this leave.
3. Employees may be granted time off with pay to write examinations that are necessary for their specific job qualifications.
4. An employee on professional development or education leave will continue to accrue seniority, but will not accrue vacation credits.
5. For Leaves of over 30 days the employee must reimburse WSNCC for the cost of benefits.
6. Employees requesting professional development leave may be granted leave with pay at the discretion of the Executive Director.
7. The employee must submit his/her request in writing at least one month before the start date of the leave.
8. The Executive Director will consider the request in light of the impact on programming and service of the organization.