

FHPA

Florida Health Plan Administrators, L.L.C.

Subject:	Leave of Absence
Policy Number:	555
Effective Date:	July 1, 2006
Previous Version Date:	November 18, 2002
Applies To:	All Employees

Purpose

To establish a method of granting leave of absence for employees requiring extended leave for personal, medical disability or educational needs.

Policy

Personal leaves of absence may be granted in situations where time away from work is necessary to deal with exceptional circumstances not connected with other employment and which are not covered by the Family and Medical Leave Act of 1993 or the Military Leave Policy.

Personal leaves are generally granted for periods not to exceed 30 days.

Procedure

Employees must request a necessary leave of absence on a Leave Request Form (Available in Appendix A). The request must include reason for request, duration and expected date of return. Leave request forms are to be submitted to Human Resources as far in advance as possible. All leave requests will be discussed with the Department Managers. Human Resources will be responsible for final approval and will notify Supervisors of all approved leaves.

The company and its representatives reserve the right to deny any personal leave request because of business needs.

Employees who are granted a personal leave of absence must use all available Paid Time Off (PTO) to cover the leave. Available Extended Illness Bank balances, if any must also be used if the leave is for medical reasons.

Although every effort will be made to return the employee to their position, or a comparable position, no guarantee will be made. If the position has not been filled or there is another position available in which the employee qualifies, the employee may be reinstated.

Any employee who fails to return on the agreed upon day, without a prior formal extension of the leave, will be considered to have voluntarily resigned.

Employee benefits including insurance coverage and PTO accrual will cease on last day of active work prior to the leave. However, insurance coverage may be continued during the leave if the employee has made prior arrangements for continued coverage and paid for the coverage.