



4-14 POLICY ON PERSONAL LEAVE OF ABSENCE

Eligible full-time employees may be granted a personal leave of absence without pay for a period not to exceed 90 consecutive calendar days within any 24 consecutive month period. Normally, a personal leave of absence will not be granted during the first year of employment.

All requests for personal leave should be made in writing and must be approved by the Executive Director. The following considerations will be taken into account when determining whether or not to grant the leave: purpose for which the leave is requested; length of time the employee plans to be away; the employee's job performance and attendance and punctuality record; the effect the employee's absence will have on the work in the department (i.e., the staffing requirements in the employee's facility or department); the employee's position and length of service; the expectation that the employee will return to work when the leave expires; and, any other factors deemed relevant by SYCAMORE PARK DISTRICT in its sole discretion. Each request will be reviewed on a case-by-case basis.

The employee must provide a written application for a personal leave of absence to your immediate supervisor at least one month in advance of the date you would like to leave to begin. If the employee requests an extension while on FMLA leave period, the request must be made at least two (2) weeks prior to the end of the original leave. The application must specify the reasons for the extended leave and the length of time the employee intends to be away.

Additional leave time may be granted, provided that it does not extend the total leave beyond one year, including leave granted under the FMLA, if any. Requests for additional leave time must be made in writing at least two weeks prior to the expiration of the initial leave period and must specify the reason(s) for the request and the amount of additional time sought. This request must be approved by the Executive Director.

While a full-time employee is on an approved personal leave, the employee will be eligible to continue the group health insurance coverage in existence for that employee at the start of the leave under SYCAMORE PARK DISTRICT's group plan for the duration of the leave provided that the employee pays 100% of the premium contribution. Other employment benefits, if any, such as vacation, personal days, etc., shall not accrue during a personal leave of absence. Employees on a personal leave, however, will not forfeit any benefits that accrued prior to the start of the leave.

In the case of an employee's own illness or injury, a physician's statement certifying the employee's ability to perform the essential functions of this job is required by SYCAMORE PARK DISTRICT before an employee may be permitted to return to work.



Although the Sycamore Park District will attempt to reinstate the employee at the conclusion of the personal leave period to the same or similar position to the one vacated, conditions may arise which necessitate the filling of the vacated position. Accordingly, reinstatement after a personal leave of absence is not guaranteed by the Sycamore Park District.

Any employee who fails to return to an available position on the first scheduled working day after the leave of absence has expired will be considered to have resigned from the Sycamore Park District. However, pursuant to SYCAMORE PARK DISTRICT's American with Disabilities Act Policy, employees may request unpaid leave as a "reasonable accommodation" under the ADA.

Adopted on: 7/30/13

Revised on:
November 2021