



#### **4-2 POLICY ON PERSONAL LEAVE**

In special circumstances, Sycamore Park District may grant a leave for a personal reason. You should request an unpaid personal leave of absence from your supervisor. A personal leave of absence must not interfere with the operations of your department or Sycamore Park District. Your supervisor will submit your request to the Executive Director for final approval. A Personal Leave can only be granted after all other leave available to the employee is depleted.

A personal leave of absence may be granted for up to twenty (20) working days. If your leave is extended for more than twenty (20) working days, vacation and other benefits will no longer continue to accrue. Contact Administration to determine your insurance coverage during a leave of absence. Failure to return from a leave at the time agreed will result in termination of employment.

Adopted on:

Revised on:  
11/2021

