

Leave of Absence

What happens if an unexpected situation arises and I can't work for a while?

Under special circumstances, employees who have completed their introductory period may be granted a leave of absence without pay. A leave of absence is normally for compelling reasons and is dependent upon the written approval of your supervisor. Whenever the need for leave is foreseeable, employees must submit their request to their supervisor in writing at least two weeks in advance. Typically, a leave of absence request must be submitted for absences of more than two weeks. Your supervisor may request that you check in periodically during your leave of absence either by phone or email; your supervisor will determine frequency and method if necessary.

Leaves may not exceed 90 days, during which time no benefits will accrue. Unpaid leaves of absence are granted only after earned PTO is exhausted unless your leave qualifies as Family and Medical Leave under federal or state law (FMLA).

To the extent allowed by the insurance contract, we will continue to provide medical insurance, dental insurance and vision care insurance coverage for employees on an authorized leave of absence, for the full length of the leave. During this time, you will be responsible for paying your portion of the monthly premium(s).

We will make reasonable efforts to return you to the same or similar job you held prior to the leave of absence, subject to our staffing and business requirements. You may also be eligible for the following types of leave:

- Voting Leave
- Elections Official Leave Military Leave
- Civil Air Patrol Leave Emergency Responders Leave Witness Leave
- Disability Leave
- Federal Family and Medical Leave Act (FMLA) Wisconsin Family and Medical Leave

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For details, please contact Human Resources.