

## GENERAL LEAVE OF ABSENCE

Occasionally, for personal or other reasons, you may need to apply for an unpaid personal leave of absence when you do not qualify for a leave under another RAILS' policy. Under these circumstances, you may qualify for a leave of absence. This leave of absence may be granted for 1 to 4 weeks.

You must apply in writing for a leave of absence and submit your request to your supervisor. Your request must include the reason for the leave, the date on which you wish the leave to begin, and the anticipated date of return to active employment with RAILS. The employee's supervisor will review the request and indicate approval or denial. Following the supervisor's review, the HR Director is responsible for providing official written approval of any granted general leave of absence.

The granting of a leave of absence, as well as the terms and conditions of the leave, are at the sole discretion of RAILS. While RAILS will make every effort to reinstate the employee to their previous position or status upon return, reinstatement is not guaranteed.

Failure to return from a leave of absence at the time agreed upon will normally result in immediate termination of employment.

Requests for an extension of a general leave of absence should be submitted in writing to your supervisor and then to Human Resources.