

## *Personal Leave Without Pay*

Personal Leave is an authorized unpaid leave of absence from work for a specific period of time (not to exceed 12 months) granted by the employer in response to individual requests for time off for educational, travel, or other personal reasons.

- HR 79. Employees who have worked at least three continuous years (working at least twenty hours per week) at the parish may request unpaid time off from work to pursue personal interests, responsibilities, or needs. The supervisor or canonically appointed leader makes a decision based on the needs of the parish, the ability to accommodate a temporary vacancy in the position, and/or the ability to refill the position on a temporary basis.
- HR 80. Vacation, sick leave and pension benefits will not accrue during an approved unpaid personal leave of absence. Regular employees who work thirty or more hours per week have a right to self-pay group medical insurance for themselves and dependents under the terms of the lay health insurance plan in effect during the leave.
- HR 81. Employees on an approved unpaid personal leave of absence will not be treated differently from any other employee if decisions are made at the parish to re-organize, re-assign, or lay off positions during the time the employee is on leave. Being on an unpaid leave will not be a factor in deciding organizational issues and needs during the leave.
- HR 82. Prior to a personal leave of absence being approved, the employee, supervisor, and canonically appointed leader will sign a written agreement confirming the approval, and stipulating any conditions attached with the approval. Written approval must be received from the Office of Human Resources for the agreement to become effective (see Manager's Toolkit: [www.seattlearchdiocese.org/HR](http://www.seattlearchdiocese.org/HR)).

### **ARCHDIOCESE OF SEATTLE**

#### **Office of Human Resources**

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