

UNPAID PERSONAL LEAVE 603*Effective Date: 02/01/2016*

Cass County may provide unpaid leaves of absence to employees who wish to take time off from work to fulfill personal obligations that aren't covered by other types of leave that we offer. Eligible employees that may take leave under this policy include full time and part time employees. In general, unpaid personal leave may not be used to extend leaves of absence taken under other policies in this handbook.

To schedule personal leave, employees should request as much advance approval from their supervisors as possible. The request must be in writing and provide the nature of the leave and time requested. All departments must be appropriately staffed to meet the needs of Cass County's customers and clients, and Cass County reserves the sole discretionary right to determine whether or not to grant personal leave under this policy, as well as the amount of time that may be made available. This means that personal leaves may not be granted in all circumstances, and such requests will be approved or denied at the discretion of the Department Head, based upon current workloads, staffing levels, and the employee's disciplinary status. The County reserves the right to request documentation relating to the request as often as it is deemed necessary during the period of leave.

Employees may be eligible to take up to 45 working days of personal leave in a year. Employees taking approved leave will be required to use any available paid leave as part of the approved period of leave (annual leave or sick leave, where applicable). Employees will not be eligible for holiday pay, and annual leave and sick leave accruals will cease, during any unpaid portions of a personal leave taken under this policy.

Cass County will continue to provide health insurance benefits until the employee ceases to be eligible under the terms, conditions, and limitations of the applicable plans. In order to maintain benefits while eligible, employees will still be responsible for paying their portion of any insurance premiums. Employees must pay the premium by the 1st of each month. Failure to continue paying the premium may result in cancellation of benefits. Once benefits eligibility is lost, employees wishing to continue their insurance benefits will be required to elect COBRA and pay up to 102% of the full cost of insurance coverage (i.e., both the employer and employee portions of the premium).

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Cass County cannot guarantee reinstatement in all cases. If an employee fails to report to work promptly (or is unable to return to work) at the expiration of the approved leave period, Cass County will consider the employee to have resigned employment. Employees who are unable to return to work due to an ongoing medical condition are encouraged to reapply for any positions that may be open at such time that they are released to return to work.