

Subject:
Unpaid Leave of Absence

Number 05-04
Original Issue: 5/28/02
Revision:
Approval: 6/25/02

Policy:

Leaves of absence may be granted to regular employees for purposes of maternity, medical & FML (Family Medical Leave) and professional development for a period not to exceed one year. The Vashon Park District undertakes no financial support for staff, in such cases, nor does it continue customary benefits including participation in a retirement program, medical benefits, and general leave accrual. A waiver of this may occur in cases of worker's compensation (*see policy 04-03, Disability Leave). Effected staff may elect to continue medical benefits at their own expense.

Staff must apply for leave using the attached form (*see Attachment A- Request for Approval of Unpaid Leave of Absence and Attachment B, C- US Department of Labor maternity, medical and FML Leave Request). Professional development requests should be made at least 60 days prior to the leave request. Medical leave should be requested with as much notice as possible. Staff must also provide proof of professional development, educational, volunteer or paid employment or satisfactory medical documentation with a projected date of return for personal as well as FML. Requests and information should be presented to the executive director. General leave must be used or cashed in full prior to the beginning of unpaid leave. FML may run concurrently with general leave if the employee is FML eligible. Leave may only be used for the purpose that it was approved.

Upon their return, staff will be returned to their same position or a comparable position at the same hourly rate and similar work duties, provided however that, VPD reserves the right to terminate or alter the position in the absence of staff, subject to the requirements of the FMLA. VPD will alert staff of the change in writing upon the renewal of their employment. If staff wishes to return before the end of their scheduled leave, they must apply in writing and be approved of the early reinstatement.

Applicability:

This policy applies to all regular employees of the Vashon Park District who work 20 or more hours per week and are seeking an unpaid leave of absence.

REQUEST FOR APPROVAL OF UNPAID LEAVE

Name: Jason Acosta **Present Position:** Maintenance Director

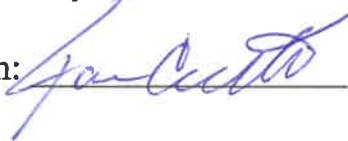
Date of Departure: August 28, 2020 **Date of Return:** August 28, 2021

Type of Leave Requested: Unpaid Leave of Absence

Previous Leave with Dates: None

Please explain your reason for requesting leave and include supporting documents as proof of your request:

I, Jason Acosta, have reached a stage in my life and career where I feel the need to take a year off, to rejuvenate my mind, body and soul. I am requesting a leave of absence to do just that. I feel taking a 1 year absence will help me rejuvenate my mind and body which in return, will allow me to become a better team player, Maintenance Director, and most importantly a better person. Thank you for your careful consideration.

Signature of the requesting Staff person:  Date: 5/20/2020

COMMENTS FROM THE EXECUTIVE DIRECTOR:

I recommend () Approved Leave () Disapproval

Signature of the Executive Director: _____ Date: _____