

<b>Hawkeye Area Community Action Program, Inc. Policy &amp; Procedure</b>	Policy # 461
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<b>Voluntary Extended Leave of Absence</b>	
APPROVED BY: Board of Directors	Revised: May 25, 2023

**Policy Statement**

The Chief Executive Officer of Hawkeye Area Community Action Program, Inc. may grant a voluntary leave of absence that falls outside of any legally protected leave for an employee who is in good standing and has been employed by the agency for the previous twelve months.

**Standard Operating Procedure**

A voluntary extended leave of absence can be granted for a period of two weeks up to twelve weeks.

Upon return to work from the voluntary extended leave of absence the employee will be placed in the position held prior to the leave (if the position is still available) or an unfilled position which he/she is qualified for and capable of performing. If the employee does not return to work at the end of their approved voluntary leave of absence time the Agency may declare the position vacant and move forward with filling the position.

During the first 30 working days of a voluntary extended leave, the employee may retain his/her benefits (health, dental, life, optional benefits) by paying the appropriate employee share of the cost. After the first 30 working days the employee may continue his/her insurance coverage by paying the total cost of the premium.

The Chief Executive Officer may deny any rights under this policy for negligent or illegal acts of the employee.