

Personal Leave Policy



Unless another specific leave of absence policy applies, employees on the active payroll may apply for a personal leave of absence at any time and this policy will apply. Before being eligible for a personal leave of absence, an employee is required to exhaust any time off in lieu of overtime or accrued vacation. The employee's manager and/or the [General Manager] in their sole discretion may or may not grant personal leave. All requests for personal leave are deemed to be for personal reasons.