PERSONAL LEAVE REQUEST FORM

Personal Leave is to accommodate those employees that from time to time may need longer than their vacation to travel abroad or address a personal issue that does not qualify for FMLA leave. To be eligible to apply for this type of personal leave an employee must:

- Be full time.
- Employed at least six months.
- In good standing.
- Leave may be requested for a maximum of three weeks. Any unused vacation must be taken and applied toward this leave.
- Written request must be submitted by employee detailing need for leave. Any supporting documentation will also be considered. (Plane tickets etc.)
- Must submit request at least 30 days in advance. (If possible.)
- Must make arrangements to pay for their elected benefits while out on leave
- All requests must be submitted to both the Territory Manager and District Manager for approval.

Requests for Personal Leave will not be automatically granted. Decisions regarding leave will be based upon staffing needs, ability to maintain high level of customer service and minimizing the interruption to our business.
Any employee granted personal leave under this program is expected to reasonably stay in touch with their immediate supervisor during their leave. If an employee does not return on their first schedule shift, without prior notice, they will have been considered to have abandoned their job. Any employee requiring more than three weeks leave will be a voluntary quit and must reapply for their position. Approved personal leave will entitle the employee to retain their company paid medical benefits and not incur an interruption of employment.

I,_____, (Employee) have read the Personal Leave Policy, and

understand the terms of the policy. I am requesting to have Personal Leave from

_____ (Start Date) to _____ (End Date). If I do not return on

_____ (End Date) it is to be considered job abandonment and I will have voluntarily

resigned my position with Timewise.

_____ _____ _____

Store Number Date Supervisor/ Manager

_____ _____

Employee (Print Name) Employee Signature

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