

LOYOLA ENTERPRISES, INC.

POLICIES & PROCEDURES

CLASSIFICATION: Employee Benefits

Number: IV-5

SUBJECT: Leave of Absence

Effective Date: 08-28-00

Revision Date: 04-04-11

VOLUNTARY LEAVE OF ABSENCE

Should a situation arise that temporarily prevents an employee from working, the employee may be eligible for a personal or medical leave of absence without pay. Employees must be employed for at least ninety (90) days prior to the requested leave.

Any request for a leave of absence without pay must be submitted in writing as far in advance as possible and it will be reviewed on a case-by-case basis by the employee's supervisor, the Human Resources Manager, and Executive Management. A leave of absence will not be granted for the purpose of accepting other profitable employment. A voluntary leave of absence will be considered only after all Personal Leave Time (PLT) has been exhausted. PLT accruals cease during periods of voluntary unpaid leave.

Unemployment insurance benefits cannot be collected while on a voluntary leave of absence without pay.

Employees will not be paid for holidays during a voluntary leave of absence.

The decision to approve or disapprove a leave of absence without pay is based on the following:

- reason for the leave
- length of time requested
- employee's job performance and attendance record
- effect the employee's absence will have on operations
- expectation that the employee will return to work when the leave expires

A request for medical leave of absence must be accompanied by medical certification from your physician. LOYOLA reserves the right at any time to require medical verification of an employee's ability or inability to work. Upon return from a medical leave, LOYOLA reserves the right to request a medical release from the employee's physician.

INVOLUNTARY LEAVE OF ABSENCE

The LOYOLA management team may place an employee on involuntary leave due to a period of contractual uncertainty. This leave can only be approved and renewed at the discretion of the President.

Unemployment insurance benefits may be collected while on an involuntary leave of absence without pay.

Employees will be paid for holidays during an involuntary leave of absence.

Employees are permitted to use Personal Leave Time (PLT) during this period. Once the PLT is exhausted, the employee will be placed on leave without pay. It is at the President's discretion to grant advance PLT. If an employee returns to work for LOYOLA upon contract renewal, any leave advance is expected to be repaid through normal accrual. PLT accruals will continue during periods of involuntary leave of absence.

CONTINUING BENEFIT PLAN COVERAGE

Once an employee has been granted a leave of absence without pay, the Human Resources Manager will review the benefit coverage that will be in effect while on leave. Benefit coverage will be based on the policies of the insuring companies.

RETURN TO WORK

Due to the nature of business, LOYOLA cannot guarantee that an employee's job will remain available or that a comparable position will exist when return from an unpaid leave is sought. If an employee on a leave of absence has not returned to work at the end of three (3) months total absence, the employee will be considered terminated.

When an employee is ready to return from a leave of absence without pay, LOYOLA will attempt to reinstate the employee to their former position or to one with similar responsibilities. If the position or a similar position is not available, the employee will be terminated.

An employee who returns to work following an unpaid leave will be considered as having continuous service. If an employee does not return from an unpaid leave of absence, the termination date is the last day of the authorized leave period or the date the employee notifies the Human Resources Department that they are not returning, whichever is sooner. Such employees may be considered for reemployment.

SALARY ACTION

Any planned salary increase or bonus for an employee on a leave of absence without pay will be deferred until the employee returns to work.

LENGTH OF SERVICE

Length of service (based on anniversary date) is not disturbed if the employee returns from an approved leave without pay within three (3) months. In all other circumstances, employment dates will be adjusted by the period of absence.

STUDENT LEAVE

This leave is granted to avoid the need for re-employment paperwork at the beginning of repeated periods of active work with LOYOLA. Student leave will be granted automatically at the time summer hires or work-study students leave work to return to school. Student leave will automatically terminate after twelve (12) months if the employee has not returned to work.

During periods of student leave, no seniority or accrual of benefit eligibility will be accorded the student employee.