

Reference : HUMAN RESOURCES
Section : EMPLOYMENT PRACTICE
Title : LEAVES OF ABSENCE
Policy Number : 04-02-15
Issue Date : 07/20/2007
Revision Date :

I PURPOSE

The purpose of this policy is to state the procedure for requesting a leave of absence that is neither covered by the Family and Medical Leave Act of 1993 (FMLA), nor by other leave of absence provisions in any applicable collective bargaining agreement.

II APPLICABILITY

This procedure applies to all NFTA/NFT Metro employees.

III POLICY

Any employee requesting a leave of absence that is neither covered by the FMLA, nor by other applicable collective bargaining agreement provisions, is to complete the attached "NFTA/Metro Leave of Absence Request Form." The request is to be signed by the employee's supervisor, approved by the Branch Director, and submitted to Human Resources for review. When applicable, Human Resources will submit the request to the Executive Director for final review and approval.

The Authority retains the right to grant or deny any leave of absence covered by this procedure, and to determine the terms and conditions thereof.



LOA Request Non FMLA form.doc