

PERSONAL LEAVE NOTICE

Personal leave is any time off that is granted for reasons including (but not limited to) specialized experiences, family issues, extenuating personal needs, elective office, or formal studies that result in promoting the interests of Duke and/or the staff member. This type of leave also includes the time off given to any staff with an illness/injury or to those who are pregnant but do not meet the eligibility criteria for [Family Medical Leave](#).

TO: _____
Employee

FROM: _____
Employer Representative

DATE: _____

On _____, you informed us that you needed leave beginning on _____ for:

- _____ Educational Leave
- _____ Own Personal Illness
- _____ Other (Family Issues, Personal Needs)

THIS NOTICE IS TO INFORM YOU THAT YOU:

___ Are approved for Personal Leave

___ Are **NOT** approved for Personal Leave, because (only one reason need be checked, although you may not be eligible for other reasons):

- ___ You have not worked at least one year of [Continuous Service Credit](#)
- ___ You do not work a regular schedule of 20 hours or more per week may request a personal leave of absence.
- ___ You do have not met the 1250 hour requirement; and are not pregnant.
- ___ No mutual benefit for both Duke and Staff Member

If you have any questions, contact _____ or view the Personal Leave policy at www.hr.duke.edu or Corporate HR at 919-684-5600.

RIGHTS AND RESPONSIBILITIES

___ Contact _____ at _____ to make arrangements to continue to make your share of the premium payments on your health insurance to maintain health benefits while you on leave. You have a minimum 30-day (or, indicate longer period if applicable) grace period in which to make premium payments. If payment is not made timely, your group health insurance may be cancelled, provided we notify you in writing at least 15 days before the date that your health coverage will lapse, or at our option, we may pay your share of the premiums during FMLA leave, and recover these payments from you upon your return to work.

Please note the following:

- Personal Leaves of Absence are granted for a period of not to exceed three (3) months; however once a leave has been granted, you may request extensions in three (3) month increments for up to one year from beginning date. PTO/Vacation/Sick Time, Holiday does not accrue during a period of unpaid leave. However length of service accrual is continuous during the leave.

Job Protection

- There is no job guarantee with a Personal Leave of Absence.
- If the department replaces the staff member on leave with another regular staff member, the staff member returning from leave may apply for transfer to another position through the Recruitment Office. The Recruitment Office will refer the staff member to position openings for which he or she is qualified.
- An extension must be approved by the designated administrative or supervisory personnel in the department. If approved, the extension request is forwarded to Corporate Payroll.
- Educational Leave Extension requests should be submitted to the department in writing 30 days prior to the end of the leave. Documentation in support of the extension request – such as an official letter certifying continued enrollment – may or may not be required. The extension must also be approved by the supervisor. Other personal leave extension requests should be submitted in writing to the department at least 14 days prior to the scheduled end of the leave. The extension must be approved by the supervisor.
- If a staff member fails to return to work as scheduled or to obtain an extension of the leave, the staff member will be considered to have resigned their position voluntarily and the staff members department may decide to terminate employment.

Benefits

- If the staff member receives payroll check for minimum of 30 hours a week due to accrued vacation, sick time, holiday or short term bank, the staff member premium payments will continue to be deducted from their paycheck as normal.
- If the staff member is not receiving a payroll check, then Duke does not pay a staff member's share of Duke-sponsored insurance programs while the staff member is on unpaid personal leave. The staff member and covered dependents are eligible for continued coverage under the COBRA coverage. Payments are due in full plus a 2% administration fee, are required for your current elected level coverage.
- Failure to make payments may result in the cancellation of your Benefit Coverage(s). Upon returning from an approved leave of absence, to a full time work status, you must notify HRIC in writing within 30 days of your return to work in order to re-enroll in your active group benefits. Should you wait past the thirty (30) day window, you will not be able to re-enroll until the next annual Open Enrollment.

Return to Work

- The staff member must discuss his or her request for a leave of absence and any return-to-work arrangements with his or her supervisor and entity or department Human Resources representative prior to the start of the leave.
- Staff on leave for illness/injury must provide a physician's release to return to work.
- Staff may contact their supervisor(s) or their entity/department Human Resources representative to explore the possibility of placement elsewhere in Duke.

Manager Signature: _____ **Date:** _____

Employee Signature: _____ **Date:** _____