



## PERSONAL LEAVE POLICY

Any RESA IV employee is entitled annually to three (3) days of personal leave for each employment term. Unused leave shall be accumulated as sick leave without limitation.

Leave shall be paid to the full-time employee who is absent from assigned duties due to the following reasons:

1. **Personal Illness:** Any full-time employee of RESA IV shall qualify to use any or all accumulated leave days if the absence is due to sickness, pregnancy, or accident. A physician's statement is required for any absence of three or more consecutive days. RESA IV can require verification of personal illness by a physician of its choice at RESA's expense.
2. **Illness in Employee's Family:** Statement from attending physician to the required presence of the employee must accompany claim if more than one day, and is limited to two consecutive days in any one case. Upon recommendation for the Executive Director, additional days may be granted in exceptional cases.
3. **Death in Family:** Full-time employees shall receive full pay for absence caused by death in the immediate family. Three (3) days shall be considered as a maximum for death in family absence except when otherwise approved by the Executive Director.
4. **Without Cause Leave:** Employees may use three (3) days per year of their accumulated sick leave without regard to cause of absence provided immediate supervisor is notified 24 hours in advance; leave shall not be granted on consecutive days unless authorized by the Executive Director; such leave shall not be used in connection with a concerted work stoppage or strike.

The employee shall be paid his full salary during the period with he/she is absent, not to exceed the total amount of leave to which he/she is entitled. If an error in reporting absences should occur, necessary salary adjustments shall be made in the next pay after the employee has returned to duty.

Persons in the immediate family shall be defined as father, mother, husband, wife, brother, sister, son, daughter, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandmother, grandfather, grandson, granddaughter, stepfather, stepmother, stepchildren, or any individual living in the employee's home.

Forms for requesting leave are furnished by RESA IV. They are to be completed by the employee and returned to the Financial Office at RESA IV with the monthly employee timesheet.

If an employee should use personal leave with time that has not yet been accumulated on a monthly basis and, subsequently, leave his employment, he/she shall be required to reimburse RESA IV for the salary or wages paid to him for such un-accumulated leave.

(WV Code, 18A-4-10)