



REQUEST FOR LEAVE

Please complete and email to Human Resources at: hrbenefits@ciece.org

Employee Name:	Employee ID:
Manager Name:	Department:
Anticipated Start Date of Leave:	Anticipated Date of Return:

Type of Leave *(check all that apply):*

Parental Leave (paid)***

Military Leave (unpaid)

FMLA (Family Medical Leave – unpaid)

Personal Leave (unpaid)

Short-Term Disability (paid)

Comments: _____

Employee Signature

Date Signed

Manager Signature

Date Signed

Please complete if requesting Parental Leave or FMLA
(Must be completed and returned to HR 30 days prior to leave start date)

Reason for Leave (select one):

Personal serious health condition

Serious health condition for my:

Spouse

Child

Parent

Birth of a child

Adoption of child or placement of child in foster care

Military caregiver (up to 26 weeks) for my:

Spouse

Child

Parent

Next-of-Kin

Impending call or order to active military duty or already on active duty for my:

Spouse

Child

Parent

Type of Leave (select one, for FMLA only):

Continuous

Intermittent

Proposed Work Schedule: _____

***Parental Leave must be taken continuously, CIEE works in tandem with your State Leave Laws/Programs

I understand that the terms and conditions of this leave of absence will be governed by the Family and Medical Leave Act of 1993 (FMLA) and its associated regulations. I understand that, upon returning from any unpaid leave of absence, I will be responsible for paying any missed contributions towards any benefit plans I have elected for me and any applicable dependents.

Employee Signature

Date

*All CIEE leaves require documentation and manager/HR approval and are subject to eligibility requirements

Please read and complete only if requesting Unpaid Personal Leave

For reasons not covered by the FMLA or another statutory leave program, employees may be granted, at CIEE's sole discretion, an unpaid personal leave of absence. A Personal Leave of Absence does not offer job protection and may be granted for justifiable reasons only and must not disrupt business operations. A Personal Leave may be granted for a maximum period of three months to staff who have a minimum of one year of service and are in good standing; meaning not on a performance improvement plan. All requests must be made in writing and submitted to the employee's department head and Human Resources for review and approval at least four weeks before the leave is to commence. If the request is necessitated by an emergency, the department head and Human Resources must be notified immediately.

Group Health Coverage:

CIEE will maintain group health coverage for up to the three months of a Personal Leave of Absence. If you are unable to return after three months, your employment would be terminated and you would become eligible for COBRA coverage. You have two options for paying your employee benefit premiums when taking unpaid leave. Please select one of the options below:

I elect to pay my benefit premiums via personal check while on leave.

I elect to pay my benefit premiums by make-up deductions upon my return.

- If paying while on leave, checks should be made payable to: CIEE.
- Please mail checks to: CIEE, 600 Southborough Drive, Suite 104, South Portland, ME 04106
Attn: Human Resources

Regardless of the option you choose, if you either do not return to work after your Personal Leave or you leave CIEE before your outstanding premiums have been paid back through payroll deductions, you will be responsible for paying any outstanding premiums in full.

Accrued Time Off:

While on a Personal Leave of Absence, Vacation and Sick/Personal time will not accrue after the first four weeks. However, you will begin accruing Vacation and Sick/Personal time immediately upon return from your Personal Leave without losing you earned accrual status.

Holiday Pay:

While on a Personal Leave of Absence, employees are not eligible for holiday pay.

Summary:

I understand the terms and conditions of the Personal Leave of Absence outlined above. I further understand that I am required to exhaust my accrued, unused Vacation and Sick/Personal time during this leave of absence. I understand that, if I have any questions relating to my Personal Leave of Absence that I may speak with my manager, department head or Human Resources directly.

Employee Signature

*All CIEE leaves require documentation and manager/HR approval and are subject to eligibility requirements