

PERSONAL LEAVE

Dunwoody may provide extended leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

- Regular full-time employees
- Regular part-time employees with benefits

As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor.

The amount of personal leave is determined case-by-case. An employee must take PTO as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, Dunwoody will provide health insurance benefits until the end of the month in which the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, Dunwoody will again provide benefits according to the applicable plans.

Benefit accruals, such as PTO will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Dunwoody cannot guarantee reinstatement in all cases.

If an employee fails to report to work at the expiration of the approved leave period, Dunwoody will assume the employee has resigned.

Bereavement Leave

Regular employees make take up to 3 consecutive days off to due to the death of a family member. The employee should notify their supervisor as soon as possible. An employee may, with their supervisor's approval, use any available PTO for additional time off as necessary.

Educational Leave

This leave policy applies to full-time employees who wish to take an extended educational leave beyond regular professional development benefits. Eligible employees should make requests for educational leaves, totaling a minimum of 7 days to a maximum of 3 months, at least 30 days before such leave is to commence. Requests must be made in writing. Such requests should indicate:

- Purpose for educational leave;
- Length of leave;
- Benefits to Dunwoody; and
- Benefit to the individual.

The employee's, supervisor and the Human Resources Department must approve all such education leaves prior to taking them. Approval is not guaranteed.