

600.7 UNPAID LEAVE FOR PERSONAL REASONS

Unpaid personal leaves may be granted for up to one month for employees who have worked for AAMI for at least 12 months. While on the leave, sick leave and annual leave are not earned. Retirement and insurance coverage may be continued at the expense of the employee. Applications in writing for such leaves are subject to the approval of the President or the President's designee. Any special terms or conditions regarding the leave or right to reemployment at its conclusion must be expressed in writing to the employee prior to the commencement of the leave.