

## **Non-FMLA Leave of Absence**

Cook County in certain circumstances will provide leaves of absence when the leave does not qualify under the FMLA. Such leave shall be known as “miscellaneous leave.”

As soon as an employee becomes aware of the need for miscellaneous leave, the employee shall communicate the miscellaneous leave requests to employee's supervisor. An employee's unsuccessful FMLA leave request shall be construed as a request for miscellaneous leave.

Personal leave, if granted, will initially consist of no more than 30 calendar days (“initial period of miscellaneous leave”). If this initial period of miscellaneous leave proves insufficient, employee shall request additional miscellaneous leave in writing.

Miscellaneous leave will be without pay. Nonetheless, during miscellaneous leave, an employee shall be required to use all accrued compensatory time and paid personal leave in the manner mandated for FMLA leave.

Upon receipt of a miscellaneous leave request, the County Administrator shall timely consider the request by determining whether granting the request would unduly impair operational efficiency. The County Administrator will assess whether the request would unduly impair operational efficiency by evaluating 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, health insurance benefits will be provided by Cook County for the initial 30 days of miscellaneous leave per calendar year. Upon the expiration of the initial period of miscellaneous leave, employees shall become responsible for the full costs of these benefits if they wish coverage to continue unless coverage is mandated by the Affordable Care. To facilitate continued coverage without interruption, Cook County shall timely forward a COBRA notice in connection with the expiration of the initial period of miscellaneous leave. Upon returning from personal leave, health insurance benefits shall resume.

Benefit accruals, such as personal leave and holiday benefits, will be suspended during any portion of miscellaneous leave that is not covered by the employee's compensatory time or paid personal leave. Benefit accruals will resume upon return to active employment.

When miscellaneous 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, Cook County cannot guarantee reinstatement in all cases.