

ADMINISTRATIVE POLICY NO. 641

1. SUBJECT: LEAVE OF ABSENCE EXCLUDING FAMILY AND MEDICAL LEAVE (FMLA)
2. OBJECTIVE:
 - 2.1. Whenever a Beartooth Electric Cooperative Inc.'s (BEC) employee's request to be off work for an extended period of time is granted and annual leave or sick leave is not used it shall be designated as a Leave of Absence.
3. POLICY:
 - 3.1. Employees desiring a leave of absence must make a request in writing prior to the anticipated start of a proposed leave.
 - 3.2. Because a leave of absence may require shifting work load or hiring temporary employees, advance approval must be obtained from the employee's supervisor and management. Such advance approval must include confirmation of the duration of the leave, the employee's expected status upon return to work and the disposition of employee benefits during the period of leave.
 - 3.3. Once a leave of absence has been approved, the employee may shorten or lengthen the duration by verbal discussion with the supervisor and management. Requests for extension may or may not be approved depending upon workload.
 - 3.4. For a leave of absence of 2 months or less, there will be no change in the employee's status or position upon return to work. Also, employee benefits will be carried by BEC as if the employee were continually at work. However no vacation or sick leave will accrue for the employee during the actual leave of absence.
 - 3.5. For a leave of absence in excess of 2 months but less than 6 months, the employee, upon return, will be assured of a position of similar grade, depending upon qualifications, with BEC. Employee benefits may be continued for the duration of the leave only if the employee is willing to cover the full cost of such benefits after the initial 2 month period.
 - 3.6. A leave of absence associated with maternity or birth of a child must follow FMLA guidelines.
 - 3.7. Military Leaves of Absence: Leaves of absence without pay for military or Reserve duty are granted to full-time and part-time employees. If an employee is called to active military duty or to Reserve or National Guard training, or volunteers for the same, the employee will notify the employee's supervisor and submit copies of military orders to

him/her as soon as is practicable. Employees will be granted military leaves of absence without pay for the period of military service, in accordance with applicable federal and state laws. If an employee is a reservist or a member of the National Guard, the employee will be granted time off without pay for required military training. Eligibility for reinstatement after military duty or training is completed is determined in accordance with applicable federal and state laws.

4. RESPONSIBILITY:

4.1. The General Manager and Department Managers shall ensure that the provisions of this policy are followed.

Adopted: 02/22/2013
Revised: 06/30/2015
Reference: LV Policy 618
Review Date: June 2017

Attest: /s/ Richard Nolan
Secretary/Treasurer

Attest: /s/ Roxie Melton
Board President