

## 4.08 Leave Of Absence (General)

---

Except as provided by law or the written policies of Teck Alaska Incorporated, an employee **is not** entitled to a leave of absence. However, at the sole discretion of the Company, an unpaid leave of absence may be granted to employees who require time off of the job to take care of urgent personal needs. Employees will be required to exhaust their Paid Time Off (PTO) or Vacation before unpaid leave is granted.

### How to Apply for a Leave of Absence

The Supervisor may grant up to two weeks of unpaid leave to an employee annually. Considerations before granting leave include:

- An employee with already scheduled PTO or Vacation will be given preference.
- Leave will not be granted for seeking or engaging in other employment or for serving a jail sentence.
- Leave will not be granted for attendance at court hearings except as may be required by law.
- Employees who face emergency situations at home will be given every consideration to being accommodated as soon as possible.
- Requests for leave exceeding two weeks must be approved by the Department Head or his/her designee and Human Resources. The employee shall be responsible for arranging to pay for his/her benefits while on extended leave.

The supervisor is responsible for submitting the Leave of Absence Form.

Transportation arrangements and costs relating to departure from and returning to Red Dog will be the responsibility of the employee, unless the transportation coincides with the employee's regular rotation.

Employees wishing to take time off for other than FMLA or emergency situations may wish to consider a shift exchange with another employee. Shift exchange requests should be discussed by the employee with their supervisor.

Also refer to:      Policy 4:05 Family Medical Leave