

Employee Leave (medical, disability, voluntary, & FMLA)

In the event that an employee has to be out for any reason, including medical leave, disability leave or voluntary leave, the Personnel Relations department must be notified **immediately**.

If an employee is expected to be out for more than 1 week, all MAPP property belonging to MAPP or its subsidiaries must be surrendered back to the reporting supervisor. This includes: all hardware (i.e.: Blackberry, cell phone, laptop, Verizon/ATT card, camera, printer, monitor, keys, tools, all related cords & charging stations, etc) credit cards, parking pass, training manuals.

While out on medical leave, disability leave, or an elected temporary leave of absence, employees will not receive any compensation from MAPP unless they have vacation or sick leave time accrued, which does not interfere with any disability claims. During this leave time, employees will not receive auto allowance (if eligible) or accrue vacation time during this period.