



# Monarchs Leave(s) Policy

[www.monarchsgym.com](http://www.monarchsgym.com)

[info@monarchsgym.com](mailto:info@monarchsgym.com)

3599 Old Conejo Road., Newbury Park, CA 91320 (805) 375-4663  
5331 Derry Ave Ste H-C, Agoura Hills, CA 91301 (818) 889-3634

## Leaves Of Absence

A leave of absence without pay may be granted, under certain circumstances by Monarchs. Request any leave in writing as far in advance as possible, keep in touch with Monarchs owners/managers during your leave, and give prompt notice of any change in your anticipated return date. If your leave expires and you fail to return to work without contacting the HR, Monarchs will assume that you do not plan to return and that you have terminated your employment. Upon return from a leave of absence, you will resume all aspects of your employment status that existed prior to the start of your leave.

## Personal Leave

A personal leave of absence without pay may be granted at the discretion of Monarchs. Requests for personal leave should be limited to unusual circumstances requiring an absence of longer than one week. It is the employee's responsibility to find a substitute for the absence period, with office approval. Approved personal absences of shorter duration are not normally treated as leaves, but rather as excused absences without pay.

## Military Leave

Employees who wish to serve in the military and take military leave should contact Vitaly Urusov for information about their rights before and after such leave. You are entitled to reinstatement upon completion of military service, provided you return or apply for reinstatement within the time allowed by law.

## Volunteer Firefighters

No employee shall be disciplined for taking time off to perform emergency duty as a volunteer firefighter. You are also eligible for unpaid leave required training. If you are an official volunteer firefighter, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please alert your supervisor before doing so when possible.

## Domestic Violence Leave

Employees who are victims of domestic violence are eligible for unpaid leave. You may request leave if you are involved in a judicial action, such as obtaining restraining orders, or appearing in court to obtain relief to ensure your health, safety, or welfare, or that of your child.

You should provide notice and certification of your need to take leave under this policy. Certification may be sufficiently provided by any of the following:

- A police report indicating that the employee was a victim of domestic violence;

- A court order protecting or separating the employee from the perpetrator of an act of domestic violence, or other evidence from the court or prosecuting attorney that the employee appeared in court; or
- Documentation from a medical professional, domestic violence advocate, health-care provider, or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence.

Monarchs will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.