

SUBJECT: Leave of Absence Without Pay

PURPOSE: To establish a policy for granting leave of absence time to employees.

POLICY: The **Personnel Director and/or Administrative Officer with the Elected Officials, Dept. Head or Supervisor consent** may approve leaves of absence without pay for up to six (6) months. Such approval will be for exceptional circumstances and conditions, such as education or prolonged illness, when the approval of such leave is consistent with the **employer's** needs, when the work of the office or department will not be impeded by the employee's absence, and when the leave will not require the appropriation of additional funds for the operation of the employee's department. Such leave may be extended for an additional period of up to six (6) months at the sole discretion of the **Personnel Director and/or Administrative Officer with the Elected Officials, Dept. Head or Supervisor consent**. The **employer** will require the use of all accrued paid leave prior to granting leave without pay.

Procedure

1. Approval – Less Than 30 Days

Leaves of absence without pay not exceeding thirty (30) days may be granted by the **Personnel Director and/or Administrative Officer**.

2. Approval – More Than 30 Days

The **Personnel Director and/or Administrative Officer** may grant a leave in excess of thirty (30) days following written certification by the employee that the leave is consistent with the intent of this section.

3. Purpose

Leaves of absence without pay will not be granted for the purpose of allowing an employee to seek or accept other employment, except when or if the **Personnel Director and/or Administrative Officer** determines that the granting of such leave is in its best interest.

4. Employer Termination of Leave

The **Personnel Director and/or Administrative Officer with the Elected Officials, Dept. Head or Supervisor consent** may terminate any leave of

absence without pay, except those granted pursuant to statute or regulation, prior to its expiration by providing written notice to the employee. The document granting the leave of absence will state the terms of the leave and any reason(s) for terminating such leave. Upon receipt of notice of termination of the leave, the employee is required to return to work within five (5) calendar days or by a later-approved alternate date. In the event the **employer** terminates a leave of absence, the employee will be returned to the same class or position s/he occupied when the leave of absence was granted.

5. Insurance

Employees on approved leave of absence without pay may continue their medical, dental, and life insurance coverage in accordance with COBRA health benefit continuation regulations

6. Return from Leave

Employees on approved leave of absence without pay are required to return to work on the first work day following the end of leave. An employee who does not return from a leave of absence without pay on the first work day following the end of a leave will be considered to have resigned.

7. Orientation Period

If an employee is granted unpaid leave during his/her introductory period, the introductory period will be extended by the number of days of leave taken by the employee during his/her orientation period.

8. Medical Leaves

The **Personnel Director and/or Administrative Officer** may require a physician's certification or other appropriate type of verification to substantiate a need for a medical leave of absence without pay.

9. Anniversary Date

An employee's anniversary date will be adjusted by the number of days off work for all unpaid leaves of absence in excess of fifteen (15) days during any Orientation period. (See special provisions for Military Leave in *Policy 609*).

10. Benefit Accrual

If an employee is on unpaid leave for more than one-half (1/2) of his/her regularly scheduled work hours in any pay period, no leave benefits shall be accrued for that period, nor shall the **employer** contribute toward the cost of insurance benefits.

RESPONSIBILITY FOR REVIEW: The County Personnel Director and/or Administrative Officer will review this policy every 5 years or sooner as necessary.