

	PERSONNEL POLICIES AND PROCEDURES		SUBJECT: LEAVE WITHOUT PAY
	NUMBER: LVE 7-0	REVISIONS:	EFFECTIVE DATE: <u>8/7/2017</u>
	SUPERCEDES: <u>10/03/2011</u>	APPROVED AND ADOPTED BY MAYOR AND COUNCIL:	
	A. Max Bacon, Mayor	Date	<u>Eric Taylor</u> , City Administrator

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PURPOSE: To establish procedures by which a regular-status City employee who has been employed by the City for at least twelve consecutive months prior to the request may request a leave-of-absence without pay from the City and to establish the conditions under which approved requests for leave-of-absence without pay shall be administered.

STATEMENT OF POLICY

Leaves-of-absence without pay are designed to accommodate regular-status employees who have been employed by the City for at least twelve consecutive months and who have exhausted all other applicable leave but need additional time away from work to attend to personal or family business.* A leave-of-absence without pay for a period not to exceed six (6) consecutive months may be granted to an eligible regular-status employee upon the written approval of both the department head and the City Administrator. Leave requests longer than six (6) months requires Mayor and Council approval.

The eligible employee requesting the leave-of-absence without pay must submit a written request at least four weeks before the leave is to start (except in bona fide emergency situations) to his or her department head. The written request will include:

1. The purpose of the leave *
2. The proposed starting date
3. The proposed ending date

*Under no circumstances will a leave-of-absence be granted for an employee to seek other employment.

*Eligible employees who qualify due to the birth or adoption of a child or serious illness of the employee or his or her child, spouse, or parent should see the policy entitled "***Family and Medical Leave.***"

When reviewing a request for leave-of-absence without pay, the department head and City Administrator will consider the following factors:

1. The purpose and length of the proposed leave;
2. The impact the proposed leave would have upon the department/division and the provision of City services; and
3. Whether or not arrangements can be made without undue inconvenience, expense, or unfairness to the City and its other employees to ensure that the requesting employee's work can be satisfactorily performed by others (either within the City or through a temporary worker) during the proposed leave-of-absence without pay.

After review of the above, the City Administrator will either grant or deny the request and forward the request back to the Human Resources Director. The Human Resources Director will ensure that the employee and the respective department head are promptly informed of the decision.

~~When a leave of absence without pay is granted, the respective department head will ensure that a~~

~~Personnel Action Sheet is completed and promptly submitted to the Human Resources Director for processing.~~

Return to work - When an employee is granted a leave-of-absence without pay and takes it in accordance with the above conditions, the employee must notify the Human Resources Director and his or her department head in writing at least two weeks prior to the date the employee intends to return to work. If all specifications have been met, the employee may be permitted to return to work at a comparable job classification and rate of pay. While the city would normally make efforts to reinstate an employee to the same or similar position held at the time leave commenced, the city is not obligated to do so.

During a leave-of-absence without pay, the employee will be ineligible to accrue leave time, time in service, or certain other City benefits.

Leave-of-absence without pay of more than thirty (30) days duration will result in a corresponding adjustment to the employee's anniversary date.

Benefits - The City is under no obligation to pay for insurance benefits for an employee who is taking a leave-of-absence without pay. However, the employee does have the option to continue to be eligible for benefits under the City's group insurance plans, provided the employee arranges for and makes payments of all related premiums (including the City's share of the premium cost) during the leave of absence. Should an employee elect not to receive insurance benefits while on an approved leave-of-absence without pay, his or her coverage will be restored upon return to work.

Retirement - All time taken under a leave-of-absence without pay will not be credited toward service time under any retirement plan of the City.

NOTE: Any absence not covered by the city's leave policies on approved leave, may be subject to discipline, up to and including termination. Under special circumstances, a department head may authorize such absences up to 1 week, which shall be without pay.