

SECTION 4.5: LEAVE OF ABSENCE WITHOUT PAY

- A. Nothing in this policy shall be construed as limiting, superseding, or requiring any leave granted under the Family and Medical Leave Act or the Americans with Disabilities Act as amended.
- B. Upon written request, an employee may be granted a leave of absence without pay.
- C. All requests for leave of absence must be submitted using the Time Off Request process. Supporting documentation indicating the need and specific reason for the leave of absence, and the dates for which such leave is being requested must be provided to the employee's supervisor.
- D. The authorization of a leave of absence without pay is solely a matter of administrative discretion, and each request will be decided by the Department Head or designee based upon merits of the request, business needs of the Department, and recommendation by the employee's supervisor.
- E. The maximum duration of a leave of absence without pay for personal reasons of the employee shall not exceed six (6) months.
- F. The maximum duration of a leave of absence without pay for purposes of education, training or specialized experience or for other related reasons which would benefit County service, shall not exceed twenty-four (24) months.
- G. The Department Head or designee shall contact the employee on leave of absence at least two (2) weeks before the scheduled return-to-work date and confirm the return date. If a temporary employee has been appointed to the position left vacant by the employee on leave, the temporary employee also shall be notified two (2) weeks before the return date of the employee on leave.
- H. Upon returning from a leave of absence, the employee will be placed in his/her original position, or a similar position in the same classification should the original position be unavailable.
- I. If it is determined that an employee is not actually using the leave of absence for the authorized purpose, the Department Head or designee may cancel the leave and direct the employee to report for work at a designated time. A copy of such directive should be sent to the Human Resources Department.
- J. If an employee fails to return from leave to work as scheduled or fails to return following cancellation of the leave, the employee shall be considered Absent Without Leave and subject to termination (See Section 6.2.F. of this manual).
- K. An employee who has been placed on authorized leave of absence without pay does not accrue sick or vacation leave. However, time spent on such leave shall be considered in determining service credit with the County.

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- L. Leaves of absence that exceed one (1) pay period and leaves of absence during the employee's probationary period must be reported to the Human Resources Department.