

POLICY/ADMINISTRATIVE PROCEDURE/ADMINISTRATIVE DIRECTIVE

SECTION: HUMAN RESOURCES	REFERENCE NUMBER: 111.08
SUBJECT: APPROVED LEAVE	INITIAL EFFECTIVE DATE: 11/05/85
TITLE: PERSONAL LEAVE WITHOUT PAY	LAST REVISION DATE: 06/05/2018

POLICY STATEMENT

In special circumstances, supervisors may consider granting additional absence to employees for emergency, legal, educational or any other legitimate purpose personal to the employee once the employee has exhausted all appropriate accrued leave. A personal leave of absence is approved time off without pay. Employees requesting such leave may be obligated to show that granting such leave will not cause an undue hardship on the appropriate operating department.

Approval of personal leave protects the employee's position with the City for a specific period of time.

Categories of personal leave are as follows:

- *Immediate* - one hour to two consecutive work days.
- *Short-term* - more than two consecutive work days to five consecutive work days.
- *Long-term* - more than five consecutive work days to less than twenty consecutive work days or thirty consecutive calendar days (whichever is less).
- *Extended* - more than twenty consecutive work days or thirty consecutive calendar days (whichever is less).

(For purposes of this policy, a work day is defined as eight hours for most employees; for employees working twelve hour shifts, a work day is twelve hours.)

ADMINISTRATIVE PROCEDURES

- A. All personal leave without pay, excluding *immediate*, must be in writing. Any personal leave without pay exceeding five consecutive work days may require the approval of the Department head.

An employee must exhaust all applicable time before leave without pay is granted.

- B. Approval of a personal leave of absence will be based on the employee's work load, needs of the department, the degree of advance notice given prior to the expected start of the leave, the legitimacy of the request, the vacation accruals of the requesting employee, and any other relevant considerations. **All *extended* leave requires approval from the Department head and the City Manager or their designee.**

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C. Continuation of Benefits

1. Health Insurance: During any period of approved leave under this policy, the City will continue to pay its portion, if any, of the insurance coverage for the employee on the same terms as if the employee continued to work. However, the employee must timely pay their portion of the insurance premiums. Provided the employee fails to pay their portion timely, the City will cease paying its portion until the employee makes the payments or returns to work. The City may recover premiums it paid to maintain coverage for the employee who failed to return to work.
2. Benefits Accruals: Vacation/bonus time and sick leave benefits will not accrue during an employee's *long-term* or *extended* unpaid leave status. Employees will also not receive death in the family leave pay, holiday pay, or any other paid leave benefit during a *long-term* or *extended* unpaid leave status. These benefits will resume upon the employee's return to work.
3. Retirement Contributions: Contributions to the retirement fund will cease when an employee is on unpaid leave and will resume upon the employee's return to work.
4. If an employee does not perform their job duties for three (3) consecutive months or longer, performance increases may be pro-rated.

- D. Misrepresentation of the purpose for personal leave by the requesting employee may result in cancellation of the leave and disciplinary action up to and including dismissal. An employee failing to return from personal leave on the specified date, without notifying the approving authority and receiving approval for a leave extension, may be considered to have abandoned their job as outlined in policy 110.01 (Absenteeism/Tardiness).