

SUBJECT: LEAVE OF ABSENCE WITHOUT PAY

APPROVED BY:

EFFECTIVE

DATE: 04-30-10 (replaces 04-01-05)

Executive Director

Reviewed (no changes): 03-31-11 \_\_\_\_\_  
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POLICY

Employees who are eligible for leave benefits may request a continuous leave of absence without pay for a period not to exceed 12 months (this applies to absences that go beyond one week). Approval of such a request is at the discretion of the supervisor. The 12 month limitation applies whether the leave without pay is regular, contingent, or a combination of both. Unpaid family leave is also included in the 12 month limitation. (See Policy 3204.)

1. If approval of a regular leave of absence without pay is granted, the position which the employee occupies or a position of equal grade and pay must be held for the employee's return. The employee will be reinstated without loss of any rights provided the employee returns within the terms of the leave granted.
2. An employee may request to return to work prior to the expiration of an approved leave of absence without pay; the supervisor should approve the request for an early return to work, unless specific circumstances dictate otherwise.
3. If approval of contingent leave of absence without pay is granted, the employee's return to work is contingent upon there being a suitable vacancy available. Contingency leave does not guarantee an employee's return to work at the expiration of the approved period of leave without pay.

PROCEDURE

Regular or Contingent Leave of Absence Without Pay

The employee must request a leave of absence without pay in writing (see Attachment 1) and submit to his/her supervisor. The following guidelines should be used when considering approval of requests for leave of absence without pay by the supervisor:

1. The specific reason for the request;
2. The employee's previous work and attendance records;
3. The nature of the workload at the time of the request.

Approval of a request for leave of absence without pay must be in writing (see Attachment 1), must specify the length of time approved, and the type of leave of absence without pay granted, regular or contingent. An employee may elect to forego the use of accrued paid leave and be placed in non-pay status.

Other Leave Without Pay

**Unauthorized:** If an employee is absent without approval of the supervisor, the employee may be placed on unauthorized leave without pay even if there is accrued leave to cover the period of absence. Absences of this type may be grounds for disciplinary action or termination. Written documentation from the supervisor outlining the reason for such action should be included with Personnel Request Form placing the employee on unauthorized leave without pay.

**Authorized:** If an employee is absent with approval of the supervisor, but does not have accrued leave to cover the period of absence, the employee shall be placed on authorized leave without pay during the period of absence. The employee may not continue in such status for more than 12 months in any one continuous period of absence.