

Leave Without Pay Policy

- 1.0 POLICY STATEMENT:** When it is deemed in the best interest of the city service, a regular full-time employee may be granted leave without pay for personal or other reasons, provided that such leave is recommended by the department head and approved by the City Manager.

- 2.0 PROCEDURES:** Regular part-time and temporary employees are ordinarily not eligible for grants of leave without pay, but in special circumstances such leave may be granted by the City Manager.
 - 2.1 The City Manager may, for any good and sufficient reason, grant leave without pay for a period not to exceed one year, when it is deemed to be in the best interest of the city. Valid reasons shall include, but not be confined to the following: prolonged illness or disability of the employee or a member of the employee's household, educational or training enrichment, pregnancy and childbirth, and military service.
 - 2.2 During the employee's approved leave of absence, his position may be filled by temporary promotion, or temporary assignment of an employee in a substitute or "acting" capacity. At the expiration of leave without pay, the employee shall be reinstated in his/her former position, and the substitute employee shall be returned to his/her former position without loss of status or benefits.
 - 2.3 Employees granted leave without pay shall be entitled to reinstatement in their former positions except that in grants of leave without pay exceeding two calendar months the City Manager may require the employee to waive his reinstatement rights and privileges to his position. Every effort will be made to facilitate an employee's return to his former position or to a comparable one upon the expiration of his period of leave without pay. Such employee shall be listed on re-employment lists in the same manner as employees who are laid off in good standing.
 - 2.4 Employees granted leave without pay shall not be considered to have effected a break in service except as outlined below:
 - 2.4.1 In cases of leave without pay exceeding two calendar months, the effective date of an employee's merit increases shall be adjusted month for month for each month he is on leave without pay in excess of two months.

- 2.4.2 In the case of a probational status employee (either from initial or promotional appointment), the effective date at the end of the probational period shall be adjusted month for each month he/she is on leave without pay.
- 2.4.3 For purposes of Insurance Benefits for eligible employees, continuation of group insurance during the time the employee is on leave without pay status shall be dependent upon existing provision of employee group contracts and plans. Premiums for coverage must be paid by employee while on leave.
- 2.4.4 For purpose of retirement benefits for eligible employees, breaks in service shall be as defined in the retirement ordinance.
- 2.5 Employees granted leave without pay under this rule shall not accrue sick and annual leave when that leave exceeds two months; however, any sick leave standing to their credit at the time leave is granted shall be continued upon return to duty. Any employee who fails to return to duty and is terminated shall forfeit any sick leave that had been accumulated.
- 2.6 For the purpose of determining the amount of Christmas gift to which an employee is entitled, a leave without pay exceeding two months shall constitute a break in service.
- 3.0 RESPONSIBILITY:** The Human Resources Director is responsible for the administration and communication of this policy.

APPROVED:

M. Denis Peterson
City Manager

Original:
Revisions: 05/15/2007