



SUBJECT: Leaves of Absence Without Pay	EFFECTIVE: January 2008 REVIEWED: May 2011 REVISED: September 2022
CATEGORY: 200 (Personnel) POLICY NUMBER: 200.31	CROSS REFERENCE: AFSCME Contract, MPEA Contract

Purpose

To outline a procedure whereby non-represented employees can request time away from work without pay. *Leaves of absence without pay for employees in classifications represented by AFSCME and MPEA are established in the appropriate collective bargaining agreement.*

Scope

Full-time regular and part-time regular status non-represented employees may request unpaid personal leaves of absence. Negotiated contract language prevails for represented employees.

Policy

In consultation with the HR Director, a department director may grant a leave of absence without pay not to exceed ninety (90) calendar days beyond any already eligible paid leave. Leaves of absence without pay for periods more than ninety (90) calendar days must be approved by the City Manager. Leaves of absence may not exceed twelve (12) months.

Guidelines for Use

Unpaid personal leave may be granted for justifiable reasons (e.g., childcare or to care for an ill family member), at the city's discretion, provided it does not seriously disrupt city operations. Personal leaves are not granted until all unused vacation, compensatory time off, management leave days, floating holidays and federal and state protected leaves have been exhausted (where applicable). Unpaid leave may not be used for other employment unless explicitly approved in advance.

Procedures

- Request for an unpaid leave of absence must be made in writing at least two (2) weeks prior to the requested leave. If the leave request is necessitated by an emergency, the employee or an immediate family member must notify the department director as soon as is practical. Within three (3) days of the emergency request, a written explanation of the nature of the leave and the expected length of the absence should be submitted to the department director and/or City Manager (for leave requests exceeding 90 days).
- The department director will consult with the HR Director prior to approving leave to ensure the leave is appropriately defined and not in conflict with other leave laws including protected family leave.

- The department director and/or City Manager will notify the employee of the decision.
- Employees who do not return to work following the conclusion of a leave of absence without first requesting and being granted additional leave, will be considered to have abandoned their position.

Responsibilities

Employees:

- Submit any such request with as much advance notice as possible.

Supervisors:

- Consider both the business needs and the merits of the employee's request.
- Notify the employee and Human Resources of the decision.

Human Resources:

- Complete a Personnel Action Form noting any leaves without pay.
- Provide consultation to the employee and department director regarding the impact of such leave.