

A personal leave of absence is a privilege the County may extend to qualified employees for specific periods of time under certain circumstances.

Leaves of absence may be allowed any full-time or part-time employee for a limited period not to exceed ninety (90) calendar days subject to the approval of the Department Head and the County Commissioners in advance, provided the leave is not a detriment to the Department or County as determined by the Department Head and County Commissioners. The employee is not required to use accrued sick or annual leave for a leave of absence. During a leave of absence without pay, benefits must be paid directly by the employee. Sick and annual leave, and service time credits will not be accumulated during this time if the leave is beyond half of the employee's regular service month.

A leave of absence without pay must be requested in writing, in advance stating the reason for the leave and the anticipated date of departure and return. The request shall be received at least thirty (30) days prior to the effective date of the leave, except in emergency situations when the thirty (30) days may be waived by the Department Head.

Any request for leave of absence beyond ninety (90) days will be reviewed on a case by case basis.

The County reserves the sole discretion and right to grant or deny any leave request.

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SECTION:

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SUBJECT:

LEAVE WITHOUT PAY

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