

# **CITY OF COMMERCE ADMINISTRATIVE POLICIES**

## **LEAVE OF ABSENCE WITHOUT PAY**

### **1.0 PURPOSE**

- 1.1 To establish procedures by which an employee may request a leave of absence from employment with the City.**
- 1.2 To establish conditions of which approved requests for leave of absence are administered.**

### **2.0 POLICY**

- 2.1 Requests for leave of absence without pay will be in writing on an Absence Report Form and will state specifically the reasons for the request, the date desired to begin the leave, and the date of return.**
- 2.2 The request will normally be submitted by the employee to the affected Department Head.**
- 2.3 The Department Head will recommend to the City Manager whether the request should be granted, modified, or denied.**
- 2.4 The City Manager will then make a decision based upon the best interest of the City, giving due consideration to the reasons given by the employee, and the requirements of any applicable state and Federal law.**
- 2.5 The City Manager may grant a full-time regular employee a leave of absence without pay not to exceed thirty (30) days for non-medical purposes.**
- 2.6 Non-medical leave is unpaid leave time for career advancement, person or family situations.**
- 2.7 Leave of absence without pay may be granted after vacation accrual has been exhausted.**
- 2.8 Sick leave accruals may not be used for non-medical leaves.**
- 2.9 Under no circumstances may an employee use a leave of absence to work for another employer or to pursue self-employment.**
- 2.10 Leaves are designed to accommodate employees who have critical personal situations only.**

- 2.11 No sick leave, holiday, vacation benefits or any other fringe benefits will accrue while the employee is on leave of absence without pay.
- 2.12 Any employee on an approved leave of absence may continue his/her medical, dental and life insurance coverage by paying the full cost to the city plus an administrative fee in advance for each month or portion thereof of which he/she is absent.
- 2.13 Upon expiration of the leave of absence, the employee will be reinstated in the position held at the time the leave was granted or another equivalent position.
- 2.14 Upon extenuating circumstances, the City Manager with consent of the City Council, may grant an extension of a leave period upon written request by the employee. Such extension may not exceed thirty (30) days and will be based on departmental as well as employee considerations.
- 2.15 Employees who fail to return to work on the date specified in the leave request without receiving an extension in advance are subject to disciplinary action up to and including termination.

EFFECTIVE: 06-01-97

LAST REVISED: 09-20-94

CITY MANAGER APPROVAL:



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