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SUBJECT: LEAVE OF ABSENCE

EFFECTIVE DATE: AUGUST 19, 1991

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A leave of absence without pay may be granted by a department head to employees for reasons including health, education, military service or extenuating and extraordinary personal reasons for a period not to exceed forty-five (45) days. All requests must be in writing. Requests for leave beyond forty-five (45) days must be approved by the Commission upon the recommendation by the department head and reviewed by the Personnel Office.

All accrued annual leave and compensatory time must be taken prior to utilization of leave without pay. A leave of absence without pay as a result of illness requires that the employee first utilize all accrued sick leave benefits.

Employees will be responsible for paying a pro-rated share for continued group health insurance coverage while on leave without pay. No other benefits, including annual and sick leave accrual, will accumulate during unpaid leaves of absence. Department heads requesting a leave of absence for any specified period of time must have the written approval of the Commission. The request must indicate the nature of the leave and the appropriate time needed to be away from work. The Commission reserves the right to request documentation relating to the request as often as it is deemed necessary.