

**CITY OF COOPER CITY
HUMAN RESOURCES DEPARTMENT**



**LEAVE WITHOUT PAY POLICY
NON-FMLA & NON-MILITARY
POLICY #02-011**

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this operating procedure.

Revision	Date	Description of Change
1		Initial release

APPROVALS

Human Resources Director

Date

City Commission

Date



City of Cooper City City Policies and Procedures

SUBJECT	Leave Without Pay - (Non-FMLA and Non-Military)
POLICY #	02-011
City Commission Approval	

Policy:

With the approval of the City Manager, a Department Director may grant a permanent employee leave without pay for a period not in excess of ten (10) working days in one (1) calendar year.

If leave of absence without pay is given (unrelated to FMLA or military leave), such leave of absence may be subsequently withdrawn and the employee recalled to service. All employees on leave of absence without pay are subject to applicable provisions of these rules. Failure to return to work at the expiration of approved leave shall be considered as absence without leave and grounds for termination. Leave of absence without pay shall cause the anniversary date to be deferred for an equivalent length of time.