

	Personal Leave Without Pay	
	Section No: 4.10	
	Category: Benefits and Leave Policies	
	Resolution Number: 257-2026	
	Effective Date: September 1, 2026	
	<i>Supersedes: former Section 20, Resolution 2009-082, effect date: 9/16/2008</i>	
	Next Review Date: September 1, 2028	
Responsible Office: Human Resources		
Policy Applies to:	☒ All City employees (Full-time, Part-time, LSEs, temps, etc.) ☐ All City and School Employees	☐ Full-Time employees only ☐ Other: _____

Relevant Definitions

Personal Leave without Pay is defined as a minimum of 5 consecutive days. (anything under 5 days without pay is manager discretion and shall be coded as absent excused or absent unexcused).

Eligible Employee is defined as all board approved regular full-time and part-time employees.

Policy

The city recognizes employees may have certain unforeseen and unanticipated personal needs that may merit consideration for leave time without compromising the needs of the city. Subject to other provisions in these personnel policies, all board approved regular full-time and part-time, (hereafter referred to as “Eligible Employee(s)”, may apply for an approved leave without pay for personal reasons by submitting a written request to the Human Resources Director.

The request must include the reason for the leave, as well as the beginning and end dates of the leave. The employee should provide as much advance notice as possible so appropriate arrangements can be made to cover any work that needs to be performed during the absence. Denial or delay of the leave may result from failure to provide timely notice.

The minimum required notice is as follows:

- When the need for leave is foreseeable, the eligible employee must provide 30 days’ advance notice.
- If 30 days’ notice is not practicable, notice must be provided as soon as practicable, which generally means within one or two business days of learning of the need to take leave.

The Human Resources Director **will review each request, discuss the situation with the department head, and then make a formal recommendation to the** City Manager for consideration. **Only the City Manager can grant the leave.**

Personal leave without pay is approved or denied on an individual basis subject to the needs and requirements of the city and its departments. The leave may be approved or denied in the sole discretion of the City Manager. A denial of personal leave without pay is final.

The City Manager is authorized to grant **only one (1) personal leave without pay in a twelve-month consecutive period** to an eligible employee. Personal leave without pay is not a benefit an employee can demand or that the city must provide. Therefore, this voluntary arrangement can be terminated at any time if it is determined that the city's needs are not being met.

Eligible employees may be granted personal leave without pay only after exhausting all other eligible leave including applicable sick leave, vacation leave, compensatory time, floating holiday, and personal leave. It may be granted only when no other leave, paid or unpaid, provided in these policies or required by law is applicable.

If an employee is out on an unpaid leave status for more than 50% of a month, the employee shall not accrue sick leave or vacation leave for that month.

Personal leave without pay shall not be approved for more than 30 calendar days in a twelve consecutive month period beginning with the first day of granted personal leave.

Eligible employees shall not work for any other employer while on personal leave without pay.

Eligible employees on personal leave without pay must provide periodic reports to the Human Resources Director, or designee, regarding their status and intent to return to work, as instructed.

Employees should contact the Human Resources Director, or designee, for appropriate forms and further information about personal leave without pay and eligibility for various benefits during such leave.

Consequences of Policy Violation

Violation of this policy may result in disciplinary action.

Related Information or Procedures:

Employees must make a request to the Human Resources Director in writing.

Other Provisions:

Nothing in this policy should be construed to conflict with or supersede state or federal law, or as interfering with the constitutional rights of employees.

While the city is committed to the principles embodied in this policy, the policy itself is not intended to state contractual terms and does not constitute a contract between the city and its employees. Furthermore, this statement constitutes only the policy of the city. A finding of a violation of this policy does not mean that the conduct violates state and/or federal laws.

Contacts

The Human Resources Office can address questions regarding this Policy: phone: (423) 229-9401, email: HROffice@kingsporttn.gov