

POLICY AND PROCEDURE MANUAL

Section: Absences from the Job other than Sick Leave
Policy: Additional Personal Leave without Pay
Policy #: 1004
Effective: April 2014
Revised: March 2015

ADDITIONAL PERSONAL LEAVE WITHOUT PAY

~~The Department Head of an Employee may under appropriate circumstances determined by the Department Head and approved by the City Manager, grant a leave of absence without pay for a period not to exceed ten (10) working days for a particular Employee. Permission for a leave of absence must be secured prior to the beginning of the leave of absence. Any leave of absence over (10) days must be approved by the City Council prior to the beginning of the leave.~~

The Department Head may grant incremental leave without pay to an employee under appropriate circumstances, subject to approval by the City Manager. However, the employee must maintain full-time status. If a Full-Time employee requires an extended leave of absence without pay that does not meet the eligibility criteria of the Family Medical Leave Act, they will no longer be considered a full-time employee and will lose the benefits associated with full-time employment. They will be categorized as a part-time employee.