

UNPAID LEAVES OF ABSENCE

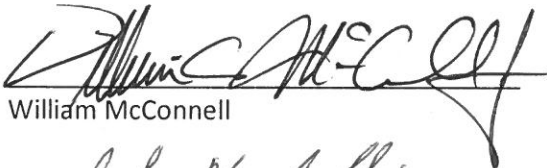
Full-time employees.

Policy

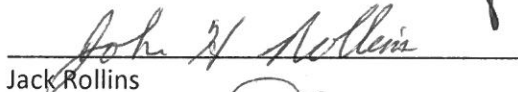
After exhausting vacation leave, personal days, and/or compensatory time, and/or FMLA the Personnel Board shall have the discretion as to whether to approve a written request for a leave of absence and as to the duration of any leave approved, and its decision shall be final and not subject to appeal.

Employees shall, after thirty days of unpaid leave, be responsible for full payment of all insurance premiums. An employee returning to work after an approved leave of absence will be placed at that step of the salary schedule at which he or she was being paid prior to said leave of absence. An employee on a leave of absence without pay shall not accrue sick leave, vacation leave or be eligible for holiday pay. In the case of hardship, the employee may appeal to the Personnel Board regarding the payment of insurance premiums.

This policy replaces section 17.0 in the Personnel Manual. This Policy was Adopted on September 20, 2018 effective September 21, 2018.


William McConnell

9/20/18
Date


Jack Rollins

9/20/18
Date


Barbara Fortes

9/20/18
Date