

## SECTION 27

### UNPAID LEAVE OF ABSENCE/NON-MEDICAL

**PURPOSE:** To grant employees a leave of absence without pay under allowable conditions.

**POLICY:** Full-time and part-time regular and management employees may be eligible for a leave of absence without pay.

**GENERAL ADMINISTRATION:**

1. An employee must request an unpaid leave of absence for personal reasons or military duty. A written request may be approved by the Department Director.
2. Any leave of absence without pay shall be approved at least two (2) weeks prior to the leave being taken, except in the case of an emergency. If an absence is taken in excess of two (2) consecutive work days without notification and/or approval, the employee shall be considered to have abandoned their position with the County.
3. An employee shall not earn annual or sick leave credits while on an unpaid leave of absence.
4. An employee returning from an unpaid leave of absence or returning before the expiration of a leave period shall be required to give at least two (2) weeks' notice or have Department Director approval.
5. Unpaid leaves of absence may be granted in the following increments: 1) personal leave - up to one (1) month; and 2) military leave - no longer than five (5) years and the employee shall make application for reinstatement within ninety (90) days of military discharge. Employees who return before the exhaustion of the leave will be entitled to a reinstatement to their former or a similar position. Anniversary dates are adjusted for any unpaid personal leave taken beyond thirty (30) days.
6. If an unpaid military leave extends beyond thirty (30) days, an employee may continue their group insurance benefits by remitting the premium payments under COBRA provisions. Arrangements for continuation of insurances are made through Risk Management.