

Attachment - C

Rule 719 Leave Without Pay: Department Directors may grant any employee leave without pay for a period not to exceed five (5) consecutive work days or shift equivalent for Police Officers and Firefighters. The County Manager may grant a regular employee leave without pay for a period not to exceed one (1) year. Leave requests in excess of five (5) consecutive work days must be submitted in writing to the County Manager through the Human Resources Division. Leave without pay may be granted only when it is in the best interest of the County, and only following consideration of the employee's performance and disciplinary history, and the potential disruption of County operations.

Employees on leave without pay shall not accrue annual or sick leave for those hours on leave without pay, nor be paid for observed holidays. Employees on leave without pay shall be responsible for 100% of health insurance premiums for benefits in which they are enrolled. Employees must pay their premiums on time or be subject to having their Leave Without Pay request rescinded.

Unless otherwise stated, an employee on leave without pay must maintain communication with their department regarding their work status on a bi-weekly basis, and shall provide documentation to Human Resources Division regarding their ability to return to work prior to the return. Failure to do so may result in termination of employment.

HISTORY: AMENDED 2/06/90; AMENDED 9/16/91; AMENDED 5/16/94; AMENDED 2/13/95; AMENDED 3/9/99; AMENDED 8/24/99; AMENDED 9/10/13