

PERSONNEL 3.0

Attendance and Leave - - 3.3

Leave Without Pay - - 3.3.c

Date December 31, 1998

Issued:

Date Last March 23, 2011

Revised:

Signature:

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

By: Cathy R. Taylor, DrPH, MSN, RN
Assistant Commissioner
Bureau of Health Services

POLICY

When an employee's leave balance is not adequate to cover an illness, leave without pay may be authorized. Leave without pay status occurs when the requested number of days in leave without pay status is ten days or less, in a one month period, and no other leave is available. Leave without pay is subject to approval in advance by the employee's immediate supervisor and appropriate second level supervisor. Taking unapproved leave without pay could result in termination of the employee.

APPLICABILITY

This policy applies to Central Office, Regional and Local Health Department personnel.

PURPOSE

To provide an option to employees who do not have sufficient leave accrued but require leave for medical related reasons.

PROCEDURE

Employees requesting leave without pay must complete, at a minimum, the **Employee Attendance and Leave Authorization Form, PH-3604** and submit it to their supervisor for approval. The supervisor must initial, noting approval or disapproval on the form, and forward the request to the employee's second level supervisor for review.

Employees who anticipate being in leave without pay status for more than ten days should request special leave without pay. (See Policy 3.3.d)

Employees who are considering taking leave without pay for family or medical reasons should determine if they qualify for leave under the Family Medical Leave Act. (See Policy 3.3.f)

The employee will be required to furnish a written statement from their physician. Leave without pay will not be authorized for vacations, training or other non-medical related reasons. The employee's immediate supervisor and second level supervisor have the discretion to approve leave without pay in emergency situations, on a case-by-case basis.

Contract employees working in the central office, regional office or county health department must follow guidelines issued by the contract agency, if different from above. All leave without pay requests must be approved by the contract agency.

NOTE: The only exception to this policy will be employees, who indicate at time of hire, that he/she has a prior planned need for leave (i.e. vacation), which will require time off beyond their accumulated leave balance.

NECESSARY FORM

Employee Attendance and Leave Authorization Form, PH-3604

OFFICE OF PRIMARY RESPONSIBILITY

Human Resources Section, Bureau of Health Services, (615) 741-7305