

IV. LEAVES OF ABSENCE

E. LEAVE OF ABSENCE WITHOUT PAY

A Department Head or designee, with notification to the Director of Human Resources or designee, may approve up to five (5) calendar days of unpaid leave if the approval of the leave is in the best interest of the City for any a full-time or part-time regular employee. This provision shall not be used in lieu of other qualifying leave (e.g. FMLA) when other qualifying leave is appropriate.

With approval of the Director of Human Resources or designee, a full-time or part-time regular employee may be granted a continuous leave of absence without pay for a period not to exceed one hundred and eighty (180) calendar days. Such leave shall be granted only when it is in the best interest of the City. An employee shall make a written request to the Director of Human Resources or designee with notification to the Department Director. The Director of Human Resources or designee shall respond to the employee in writing of denial or approval and in the case of approval outlining the terms and conditions of the leave of absence.

Upon expiration of leave without pay, the employee may return to work in the position held at the time leave was granted unless notified by the Director of Human Resources or designee. Failure to report to work at the expiration of leave shall be considered a resignation. An employee may return prior to the expiration of the leave of absence with notice to the Department Head and Director of Human Resources or designee. Any provision or requirements must be met prior to return to work. Failure to provide requested documentation shall be considered a violation of the terms and conditions of the leave of absence and shall be considered a resignation.

During any authorized leave of absence, the City will continue to pay the City's portion of any elected insurance coverage provided the employee continues to make timely payments for the employee's portion of any elected coverage. If the employee fails to make timely payments, notice will be given to the employee and the coverage will be ended. Any employee who is on a leave of absence without pay will stop accruing vacation and sick leave and will not be eligible for any time off benefits including wellness days, Kelly days or holidays. Time spent on an unpaid leave of absence of longer than five (5) calendar days will not count towards any time-of-service related benefits (e.g. longevity).