



ADMINISTRATIVE PERSONNEL POLICIES AND PROCEDURES Policy No. 304: LEAVE OF ABSENCE WITHOUT PAY

A. General Provisions

1. A Leave of Absence Without Pay for personal reasons may be granted by the Department Director, with the concurrence of the Human Resource Director, for a period not to exceed 90 calendar days.
2. A request for additional Leave of Absence Without Pay (in excess of the original 90 days) shall be submitted through the Department Director to the Human Resource Director for approval.
3. An employee who wishes to return to work earlier than the end of the leave date originally set by the employee and the Department Director may do so only with the approval of the Department Director.
4. Upon return from leave, the employee will be reinstated to their old position, if it is available, or to one of comparable pay for which they are qualified, subject to the same conditions of employment which are applicable to similarly classified active or laid off employees.
5. At the employee's request, the City, at its sole discretion, may continue to pay its share of the premium for the employee's medical care and life insurance plans.
6. Supervisors and employees should review applicable bargaining agreements when contemplating such leave.

The City Manager hereby delegates the appropriate responsibility and authority to administer this Policy to the City's Assistant City Managers and Department Directors.

Approved:

11/29/2022

Date

Handwritten signature of Mark Schwieterman in blue ink.

Mark Schwieterman
City Manager

Issued:

11.30.22

Date

Handwritten signature of Jenny Smith in blue ink.

Jenny Smith
Human Resource Director