
 Town of Swansboro	Personnel Policy		Holidays and Leaves of Absence Leave Without Pay	
			Number: Article VII; Section 17	Revisions:
	Supersedes:	Approved By: 		

ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

Section 17. Leave Without Pay

A full or part-time employee may be granted a leave of absence without pay by the Town Manager. for three months intervals, up to twelve months LWOP. The leave shall be used for reasons of personal illness or injury, sickness or disability of immediate family members after other leave has been exhausted, continuation of education, special work that will permit the Town to benefit by the experience gained or the work performed or for other reasons deemed justified by the Town Manager.

Eligible employees will be required to exhaust their vacation leave, sick leave, and any accrued compensatory time prior to requesting leave without pay. The Town requires that all leave of absences qualifying for Family and Medical Leave run concurrently with the 12-week FMLA period.

The employee shall apply in writing to the supervisor for leave. The employee is obligated to return to duty within or at the end of the time determined appropriate by the Town Manager. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay.

If the employee decides not to return to work, the supervisor shall be notified immediately. Failure to report at the expiration of a leave of absence, unless an extension has been requested, shall be considered a resignation.

NOTE: See section on Family and Medical Leave for special provisions.