
 Town of Swansboro	<b>Personnel Policy</b>		<b>Holidays and Leaves of Absence</b>	
			<b>Leave Without Pay: Retention and Continuation of Benefits</b>	
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Supersedes:		Approved By: 		

## ARTICLE VII. HOLIDAYS AND LEAVES OF ABSENCE

### Section 18. Leave Without Pay: Retention and Continuation of Benefits

An employee shall retain all unused vacation and sick leave while on Leave Without Pay. An employee ceases to earn leave credits on the date leave without pay begins or where the employee is on LWOP more than half of the pay period. An employee on Leave Without Pay may continue to be eligible for benefits under the Town's group insurance plans at his or her own expense, subject to any regulation adopted by the Town and the regulations of the Town's group insurance plans.