

**Subject:** LEAVES OF ABSENCE WITHOUT PAY

**Date:** September 6, 2000

**Pages:** 1 of 1

**Replaces Policy Dated:** October 1, 1997

**PURPOSE:** To establish the conditions under which Pinal County employees may be granted leaves of absence without pay.

**SCOPE:** This policy applies to part-time employees who work more than 20 hours per week and to full-time Pinal County employees, excluding Elected Officials.

**PROCEDURE:** Leaves of absence without pay for non-disability reasons (see Sick Leave policy for sick leave without pay for periods of prolonged disability) will be considered first under the Family Medical Leave Policy # 07.40. Should the request for Leave fail to meet the criteria specified under the FMLA policy only then would a leave without pay be considered. Leaves without pay are limited to 180 calendar days. Requests for such leave must be made in writing to the employee's immediate supervisor. Requests for leave without pay will not be granted until the employee has exhausted available leaves with pay to include vacation, sick leave, and compensatory time and Family Medical Leave. If the immediate supervisor approves the leave, approvals must also be obtained from the Department Director, and Elected Official or Deputy/Assistant County Manager, and the County Manager.

Leaves of absence without pay may be granted for the following purposes:

- ? Education
- ? Travel
- ? Care of a disabled person
- ? Temporary employment by another public agency
- ? Religious activities (non-compensated)
- ? Peace Corps Duty (special two-year limitations).

Employees on approved leave without pay may elect to continue Pinal County group insurance coverage while on such leave. Employees on qualifying Family Medical Leave will continue to pay the employee's share of any health insurance premium. Employees on unpaid leave (but not Family Medical Leave) must bear the entire cost and remit both the employee and County portions of the premiums to the Pinal County Benefit Plan on a monthly basis. Employees who qualify for Family Medical Leave will be responsible for paying both employee and County portions of their premiums only after exhausting their Family Medical Leave entitlement. If such payments are not made in a timely manner, coverage will be terminated.

The County is not obligated to hold the employee's position open while the employee is on leave without pay. However, should the leave without pay be granted under the Family Medical Leave policy, that policy would govern the employee's return to work. The position may be filled on a temporary or regular basis. An employee's right to return to a position, either covered or uncovered under the Merit Rules, in the County from a leave without pay shall be conditioned on the availability of an appropriate position and sufficient personal services funds.

Employees who have elected to take leave without pay, when such leave does not fall under the provisions of the Family Medical Leave Act, will not receive credit for the unpaid portion of that leave when calculating length of service for seniority or single period leave eligibility.