

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this procedure applies to them. In case of a conflict between the applicable CBA and these procedures, the provision in the CBA controls.

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8/12/2021, 12/5/2024

Leave Without Pay/Extended Leave of Absence

SCOPE: This procedure applies to all Classified and Executive Service employees of the Board.

PROVISIONS:

1. Leave Without Pay (LWOP)

- a. **General Rule.** Leave without pay shall only be approved for FMLA or medical leave. Upon written request from the employee, the Department Director in conjunction with the Human Resources Director, or designee, shall approve this leave. Authorized LWOP shall be designated in the timesheet system.

An employee that does not have prior approval for LWOP will have absences marked as Unauthorized LWOP and is subject to corrective action.

2. Extended Leave of Absence

- a. **General Rule.** Upon written request from an employee, the Administrating Official or designee may grant extended leave of absence, provided such leave is for good cause and not detrimental to the operations of the County.

Leave will be granted regardless of current leave balances. The employee will be required to exhaust any accrued leave balances before being placed on leave without pay.

- b. The intent is to grant such leaves for health, education, pregnancy or pregnancy related conditions, or extenuating and/or extraordinary personal reasons.
 - c. The department will complete an Employee Action Form and submit to Human Resources Office if the employee is on extended leave of absence status for more than one complete pay period.
- #### **3. Seniority.** Seniority shall accumulate only during the first 30 calendar days and shall be suspended until the employee returns to work.

- a. All other accumulations of time toward increased leave accrual shall cease after the first 30 calendar days.
- 4. **Leave Accrual.** Refer to Employee Procedure [EP 7-2, Section 2.](#)
- 5. **Employee Benefits.** Contact the County's Benefits Office for detailed information on the impact of an extended leave of absence without pay on your benefits.