

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

Policy No.: 7-10

Effective: 05/20/2004

Revision No.: 1

Review Date: 03/23/2004

## **Personal Leave Without Pay**

**SCOPE:** This policy applies to all Classified and Executive Service employees of the Board of County Commissioners.

### **PROVISIONS:**

1. **General Rule.** Upon written request from an employee, the department director may grant personal leave without pay for a period not to exceed 60 calendar days, provided such leave is for good cause and not detrimental to the operations of the County.
  - a. The intention is to grant such leaves for health, education, pregnancy or pregnancy related conditions, union business or extenuating and/or extraordinary personal reasons.
  - b. The Administrating Official may approve personal leave without pay for longer periods.
  - c. The department will forward an Employee Action Form to the Human Resources Office if the employee is on Leave without Pay status for more than one complete pay period.
2. **Seniority.** Seniority shall accumulate only during the first 30 calendar days and shall be retained thereafter.
  - a. All other accumulations of time toward increased leave accrual shall cease after the first 30 calendar days until the resumption of paid time.
3. **Leave Accrual.** Refer to Employee Policy #7-2, Section 2.
4. **Employee Benefits.** Contact the County's Benefits Coordinator for detailed information on the impact of a leave of absence without pay on your benefits.

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County Manager

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County Attorney