

PROCEDURE 506-7
PERSONAL UNPAID LEAVE OF ABSENCE
Effective 01-01-2020, Resolution No. 044-19

Eligibility

All employees are eligible for an unpaid personal leave of absence subject to the conditions stated in this procedure.

Authorized Use

An unpaid personal leave of absence may be granted when the leave is not covered by any other leave policy. Other than employees on unpaid leave due to military service, employees must exhaust all appropriate leave and compensatory time prior to being granted an unpaid leave of absence.

Approval

Personal leaves of absence may be granted at the discretion of the department/agency/office leader or their designee. However, if the reason for the leave is related to any of the following, the department/agency/office must consult the Department of Human Resources because the employee may have a legal right to the leave and/or the County may have a legal obligation to advise the employee of their rights:

- The health or pregnancy of the employee or a family member.
- Military service of the employee or a family member.
- Domestic violence or sexual assault.

Benefits and Other Leave

If an employee is on a personal unpaid leave of absence for an entire pay period, the employee will not accrue vacation or sick leave hours for that pay period.

Employees may elect to maintain all or a portion of their benefits while on unpaid personal leave. For any benefit that requires a contribution by the employee (medical coverage, for example), the employee must make timely payments or coverage may be terminated. The employee will be offered continuation of coverage in accordance with COBRA where appropriate. Benefits may be reinstated the first of the month following the employee's return to active work status.

Return to Work

While it is the County's intent to allow employees to return to their original position at the end of an unpaid personal leave of absence, it is not possible to guarantee that a position will be available.