



## Administrative Policy

| <b>Title: Extended Leave</b>                               |                           |               |                          |                       |
|--|---------------------------|---------------|--------------------------|-----------------------|
| Administered By: Administrative Services (Human Resources) |                           |               |                          |                       |
| New Policy No.   | Issue Date (Last Revised) | Renumber Date | Department Head Approved | City Manager Approved |
| 01400.204  | 02-26-09<br>(N/A)         | 01-03-17      | <i>Kelly Solen</i>       | <i>[Signature]</i>    |

This Policy had been numbered Policy 200.39. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

Attachment: Policy 200.39  
 Issued: 02-26-09  
 Revised: N/A

# EXTENDED LEAVE POLICY

SUBJECT: EXTENDED LEAVE

SECTION NO.  
200

POLICY NO.  
39

ISSUE DATE

REVISION DATE  
February 26, 2009

CITY MANAGER  
APPROVAL



## Policy:

This policy requires City employees to receive additional approval for any period of Annual Leave that extends time away from work beyond three calendar weeks or 120 consecutive work hours.

Normally, an employee's being away from the workforce for an extended period of time can create a strain or hardship for the organization and its ability to have work completed. Therefore, when Extended Leave is requested, it will require more than just a request for the vacation time off. Extended Leave requests will be reviewed on a case-by-case basis and the employee must explain the circumstances supporting the time off request.

The following is a policy and procedural guideline for Extended Annual Leave Requests:

1. Requests for Annual Leave (and / or Comp Time for Police Department and / or Personal Exchanges for Fire employees) resulting in an employee's being off work for longer than 120 consecutive work hours (or 10 consecutive shifts for Fire Department employees on a 56-hour workweek) should be the exception and not the rule.
2. Employees are required to obtain written approval from their Supervisor, Department Head, and the City Manager prior to taking extended Annual Leave.

## Procedure:

Employee must submit a Leave Request Form to their supervisor indicating the number of days requested. The supervisor is to sign the Leave Request Form and the Department Head will issue a cover memo to Human Resources requesting the approval of the City Manager for the Extended Leave. The memo should include justification for the length of the Extended Leave and verification that the employee has an Annual Leave balance equal to or greater than the requested time.

Probationary employees may not take Extended Annual Leave until completion of their probationary status.

This policy does not apply to periods of Medical Leave of Absence, which is addressed with a separate policy.