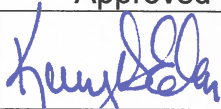





## Administrative Policy

<b>Title: Leave of Absence Without Pay</b>				
<b>Administered By: Administrative Services (Human Resources)</b>				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
01400.206	09-92 (N/A)	01-03-17		

This Policy had been numbered Policy 200.26. 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 200.26  
 Issued: 09-92  
 Revised: N/A

# ADMINISTRATIVE POLICY

<i>SUBJECT:</i>		<i>Page 1 of 2</i>		
<b>LEAVE OF ABSENCE WITHOUT PAY</b>				
<i>Section No.</i>	<i>Policy No.</i>	<i>Issue Date</i>	<i>Revision Date</i>	<i>City Manager Approval</i>
200	.26	Sept. 1992		

## **POLICY:**

A non-probationary, regular employee may request a leave of absence without pay. During this time period, no work is performed by the employee and no salary or supplemental benefits are paid or provided by the City.

## **PROCEDURE:**

An employee requesting a leave of absence without pay shall submit a request no later than two weeks prior to the start of the leave on the appropriate form provided by the employing department. The request shall be recommended by the appropriate department head subject to review by the Human Resources Director and approval by the City Manager.

- A. A request for a leave of absence without pay will not be approved for more than 180 calendar days.
- B. A leave of absence without pay will not ordinarily be effective for medical reasons until all compensation and benefits, including annual leave, have been fully utilized by the employee.
- C. Employees may freeze up to 80 hours of annual leave.
- D. The employee may continue medical insurance by arranging to pay costs for the period of time requested as leave of absence without pay.
- E. The anniversary date of an employee on a leave of absence without pay for a period of five (5) days or more, not necessarily consecutively, shall be

**LEAVE OF ABSENCE WITHOUT PAY**

changed to reflect the actual period of absence in order to ensure one (1) year in the earned salary range and step.

- F. An extension of the maximum period originally granted may only be approved by the City Manager. A written request must be submitted prior to the expiration of the leave originally granted. The request must indicate the amount of additional time desired and the reason for the extension. No more than one two-week extension will be permitted.
- G. Failure of the employee to return to work on the next assigned duty shift following the last day of approved leave, shall constitute job abandonment.

**CITY OF CORONA**