

## LEAVE OF ABSENCE

Request for any permissible types of leaves of absence must be applied for through the Personnel Office. The Personnel Office will notify department directors as to the status of employee leave applications.

Examples of permissible types of leaves of absences are:

.....Military Leave (SEE APPENDIX #5)

.....Sick Leave (with or without pay – not to exceed 6 months at any one time)

.....Maternity Leave – While a pregnant employee may use accumulated sick leave for the time in which she is physically unable to work, any additional absence which is not medically necessary must be approved.

.....Family Leave – covered employees may be entitled to a family leave from work of up to 12 weeks in any 24-month period, so that the employee may provide care necessary due to:

- a) the birth or adoption of a child of the employee, or
- b) the serious illness or health condition of the employee's child, parent or spouse, as defined in the Act.

Leave taken because of the birth or placement for adoption of a child may begin at any time within a year after the birth or placement for adoption. Such leave does not reduce any rights of the employee under the Temporary Disability Benefits law.

During a family leave, the employee's health insurance coverage will be maintained under the same conditions as if he/she had continued working. In most cases the employee will also retain the right to return to the employee's former position at the end of the leave, or to an equivalent position of similar seniority, status, employment benefits and pay.

Salaried employees among the highest 5% of the City's employees may not be entitled to family leave if the denial of leave is necessary to prevent substantial economic injury to the City's operation.

Should you have any questions concerning the Family Leave Act, please contact the Municipal Personnel Office.

.....Other – Any permanent employee may also request a personal leave of absence without pay for up to six months.

In all cases, paragraph one of this section must be adhered to.

NOTE: In all cases of Sick Leave and Maternity Leave, an employee must utilize all accrued sick time BEFORE a leave of absence becomes effective.

Failure to return from Leave of Absence when scheduled will be cause for dismissal.

During such period of time that personal leave of absence is in effect there will be no accrual of Sick Leave or Vacation.

Health Benefits will be terminated per the following:

Leave Effective:

- A. 1<sup>st</sup> to 14<sup>th</sup> – End of Month
- B. 15<sup>th</sup> to 20<sup>th</sup> – 15<sup>th</sup> of the Following Month
- C. 21<sup>st</sup> to End – End of the Following Month

Upon return to work, an employee will be reinstated into the health benefits plan he/she had prior to the leave.