

***Leave of Absence Without Pay
30 Calendar Days or Less
Overview***

SCOPE

All permanent full-time and permanent part-time employees who have completed their initial probationary period may request a leave of absence without pay. A leave of absence without pay may be granted if an employee has a valid reason for requesting leave time but does not have a sufficient amount of paid leave days available for use. A leave of absence for educational purposes may be granted only if the employee has at least 1 year of continuous service. Educational leave may not be requested more than once every 3 years. Granting of a leave of absence without pay depends on length of time requested, type of City service, i.e. Civil Service or Non-Civil Service, and the action of the appointing official relative to approval or disapproval.

LEAVE EXAMPLES

Listed below are examples of acceptable reasons for granting a leave of absence and the period for which such leave may be granted.

- Illness or disability of employee or a member of his immediate family – 1 year or less.
- Prenatal and postnatal disability, i.e., child care – 1 year or less.
- Educational purposes – 9 months or less.
- Appointment to a position in the non-Classified Service – 6 months or less.
- Election or appointment as president, vice president, etc. of a recognized City representation unit.