



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Personal Leave of Absence	<b>APPROVAL DATE</b> 5/5/1988
<b>SECTION</b> Time Off/Leaves of Absence	<b>REVISION DATE</b> 8/6//2019

Upon written request, an Elected Official, Department Director or Manager may grant leave of absence without pay in appropriate circumstances pursuant to the following conditions with a written agreement between employer and employee.

Two types of leave without pay may be considered:

- Short Term Leave - up to thirty (30) calendar days
- Long Term Leave - from thirty (30) to ninety (90) days.

### **Eligibility**

Regular Status employees with at least 50% scheduled hours of work.

### **Circumstances**

Appropriate circumstances include Education, Elected Office Leave, Urgent Personal Business, Personal or Family Emergency not covered by the Family and Medical Leave Act. Leaves of Absence shall not be granted for purposes of seeking new employment or extending vacation beyond accrued leave time.

### **Procedure**

The employee completes and submits a written request to the Elected Official, Department Director or Manager. Elected Official, Department Director or Manager will notify Human Resources of the request. Human Resources may request additional documentation. If approved, Human Resources will notify the Finance Office.

### **Accrued Leave**

Any accrued applicable leave hours shall be used before an employee can go into unpaid status. Vacation and sick leave shall not accrue during any Personal Leave. Exception: Elected Office Leave.

### **Insurance Benefits**

The employee may continue participation in County Health, Dental and Vision Insurance during a Personal Leave of Absence, by paying the employee portion of the premium. Arrangements shall be made with the Finance Office. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the County for payment of insurance premiums during leave.

### **Return to Work**

The employee must indicate the date of return to work, and if absent more than 30 days, must give written notification of intent to return to work at least ten days prior to the leave expiration date. If the employee fails to submit an intent to return to work and fails to return on the specified date, the employee shall be considered to have voluntarily resigned.



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### **New Elected Official**

When a Leave of Absence, which is not under the FMLA, is granted prior to a change in elected officials, the leave need not be honored by the new Elected Official. It is the employee's responsibility to discuss the terms of leave with the new Elected Official.