

ATTACHMENT A

Style Definition: P Heading 2: Indent: Left: 0.25", First line: 0"

A.33 LEAVE OF ABSENCE WITHOUT PAY OR WITH PAY

A.33.1 Leave of Absence Without Pay

- a) A leave of absence without pay may be granted or required by the appointing authority for a permanent or seasonal employee for a period not to exceed that provided in b) below. All leaves of absence without pay must be timely reported to the Human Resources and Auditor Controller offices on forms prescribed for that purpose.
- b) No permanent employee shall be involuntarily placed on leave without pay, except for disciplinary reasons, in excess of forty-five (45) working days in a calendar year. A leave of absence without pay may not be granted for a period to exceed:
  - 1) Thirty (30) calendar days for personal reasons unless there is no inconvenience to the department.
  - 2) Six (6) months for illness beyond that covered by sick leave.
  - 3) Six (6) months for education or training which will benefit both the employee and the County.
  - 4) Six (6) months for seasonal employees during the off season periods.
- c) Upon finding of unusual or special circumstances, a leave of absence without pay may be extended beyond the time specified above if approved by the appointing authority.
- d) An employee who fails to report to duty after a leave of absence has expired or has been disapproved or cancelled by the appointing authority, or any other failure to report for duty as scheduled, shall be considered to have abandoned and constructively resigned his/her employment with the County.
- e) An employee shall not be granted a leave of absence without pay in excess of thirty (30) calendar days except as provided in the Military and Veterans Code, or as disciplinary action, until he/she has first used all accumulated vacation and compensatory time off, if any; provided, however, if said leave of absence without pay is granted because of illness or injury, said employee may use accumulated vacation or compensatory time off, if any, but shall not be so required.
- f) Neither sick leave nor vacation shall accrue during leave of absence without pay, but accrued sick leave and vacation balances shall not be lost.
- g) Notwithstanding any other provision of this section, the Board of Supervisors may, by Resolution or Order, make provisions for other leaves of absence without pay.

A.33.2 Leave of Absence with Pay

An employee may be granted leave with pay and benefits for a period not to exceed twenty (20) working days upon a determination by the Administrative Officer and/or designee that circumstances exist that make the immediate removal of the employee to be in the best interest of the County.