

Leave without Pay Days

C.E.S. expects all employees to honor the commitment of days to be worked as agreed to in an individual's Annual Notice of Assignment

However, in the event of an emergency Leave without Pay requests should be filed as soon as the need is known and no plans should be finalized until approval is given. All requests for Leave without Pay (LWOP) days must be submitted to the employee's immediate supervisor and also receive approval from the Division Director and Executive Director.

Approval of requests for Leave without Pay days will be at the discretion of the agency administration who will determine if there is sufficient cause to grant such leave and whether the employee's workload can be appropriately covered.

The Program Administrator will have the option to limit/deny LWOP days to ensure program continuity.

When appropriate or possible, staff may be required to utilize other benefit days in lieu of LWOP.

Leave without pay will be granted for medical reasons to eligible recipients as provided by law (Family Medical Leave Act (FMLA)).

Leave Without Pay Days should not be used as an extension of holiday or vacation periods; however, if a special circumstance occurs, approval of LWOP days will be at the discretion of the Executive Director.

Approved by Leaders 04/05/06

ADOPTED: April 25, 1991

REVIEWED: June 1, 2000

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