

An employee who wishes to take a leave of absence may file a written request for leave with the Executive Director. Such requests should, under normal circumstances, be filed at least three months before the requested starting date for the leave. At its sole discretion, the Representative Council, after receiving the recommendations of the Executive Director, shall vote to grant or deny the request and shall identify the date for return from leave. Unless there are extraordinary circumstances, a leave of absence shall not be granted for period longer than one year.

Unless otherwise required by law, leaves of absence shall not be granted to employees with less than three years of service.

Unless provided for by law, an employee's leave of absence shall not commence until the employee has exhausted all paid vacation leave to which he or she is entitled. If the leave of absence requested is associated with an illness or injury, all sick leave to which the employee is entitled must be exhausted before the leave of absence begins.

Employees on leave shall not be eligible for fringe benefits during the leave, except that C.E.S. will allow the employee to remain enrolled in medical and dental plans, provided the employee pays the applicable premiums for the period of the leave.

No Notice of Return Serves as Resignation

No earlier than one hundred twenty (120) days and no later than sixty (60) days before the end of the leave, an employee on leave must give the Executive Director written notice of his or her intent to return to employment. C.E.S. shall have no duty to inquire about the intention or plans of the employee. A failure to provide this notice constitutes a resignation.

Status upon Return from Leave

Employees returning from leave will be assigned at the discretion of the Executive Director in consultation with the Division Director and will not necessarily have the same assignment as that held at the inception of the leave.

ADOPTED: June 1, 2000