

301. 301. Leave Policy

- .1 By definition, 1 For this policy, leave is the absence from work during regularly scheduled work hours that has been authorized by proper authority. Leave may be authorized with or without pay as allowed by policy. Absence without permission is considered unauthorized absence. Information regarding pay for leave can be found in Section 200.
- .2 2 Each employee is responsible for the accurate completion and submission of his or her own leave requests. Expenditures of leave for each employee must be reported to and approved by the employee's supervisor.
- .3 3 It is an employee's responsibility to monitor and manage all leave accruals. Any leave lost due to inaction by an employee will not be reinstated.
~~Departments must report unpaid leave in excess of forty (40) consecutive hours to the~~
- .4 4 Human Resources ~~Department for any employee serving~~will review the status of employees who are absent on unpaid leave during their initial probationary period for more than 40 consecutive hours, and employees who are absent for more than 60 consecutive calendar days, or 320 hours intermittently, within the previous six months.
- .5 5 During any leave ~~in excess of one hundred sixty (over 160)~~ consecutive working hours, the following applies:
 - .51 51 Whether such leave is paid or unpaid, no Vacation or Sick Leave will accrue during the entire period of the leave.
 - .52 52 Upon return, full-time employees must complete ~~in excess of at least~~ twenty (20) hours of actual work within a workweek to be eligible for accruals to recommence after an extended absence.
 - .53 53 The employee's department must initiate the appropriate leave correction to adjust the leave accrual. The adjustment should be prorated to the nearest week.
 - .54 54 Such leave will not be used in computing time in grade for Step Pay Increases or for completion of probationary period.
 - .55 55 The employee will be placed in an Inactive Status in the payroll system (Section 309 will apply to employees on Military Leave). Inactive Status under this policy refers to an administrative process whereby current employees are placed into an unpaid category in the payroll system. The employee's supervisor will be responsible for ensuring that the Inactive Status is initiated and that such status is reported to the Human Resources Department.

.56 While on Inactive Status in the payroll system, the employee is entitled to the continuation of benefits elected during the fiscal year. Any applicable premiums for coverage will be required from the employee for continuation during the entire period of Leave Without Pay. Nonpayment of premiums will result in cancellation of benefits.

.6 Regardless of whether the leave is paid or unpaid, employees on leave for personal medical reasons (as opposed to job-related injuries or illnesses covered by workers' compensation) must return to work full duty within the 12-Month Period (as defined in Section 600 of the Personnel Policies and Procedures) from the last date they worked full duty or may be considered for possible separation by the Medical Review Committee.

.56