

LEAVES OF ABSENCE**1.9.10****J. PERSONAL LEAVE**

At the sole discretion of the City, an employee may be granted a personal leave of absence upon the recommendation of the department head and the approval of the City Manager. The City may fill the position with a temporary or provisional employee during the term of the leave of absence or undertake any other appropriate measures to address workload needs. The employee shall take any available accrued leaves as compensation during a personal leave of absence.

1. Authorization

Employees requesting a personal leave of absence must submit the request in writing to their Department Head. The request should state the reason for the leave and the anticipated beginning and ending dates of the leave. The Department Head will submit the request along with his or her recommendation to the City Manager. The City Manager will make a decision in writing and transmit the decision to the employee. The decision of the City Manager shall be final and is not subject to grievance or appeal. The City Manager's determination will include, but is not limited to, the following factors:

- a. Any history of excessive unauthorized absences or leave abuse;
- b. Any detrimental effect on the operation of the department/division; and
- c. The reason for the leave of absence. Examples of reasons that may be considered are:
 - i. To take a course of study that will increase the employee's usefulness or effectiveness to the city
 - ii. Other personal or family related reasons.

Use of the leave for a purpose other than that requested may be cause for forfeiture of reinstatement rights or disciplinary action, up to and including termination.

2. Length of Leave and Extension

Leaves of absence shall not exceed 30 days, however, the City Manager reserves the right to extend the leave at his/her sole discretion for an additional period, not to exceed 6 months. Employees requesting a leave extension must submit a written request no later than 14 calendar days prior to the approved expiration of the original leave. Employees that are granted an extended leave will be responsible for full payment of any benefit premiums.

3. Return from Leave

When an employee intends to return from an authorized leave of absence, either before or upon the expiration of such leave, the employee shall contact the Department Head at least 14 days prior to the planned day of return. The Department Head shall promptly notify the HR/Risk Management Director of the employee's intention. Failure of an employee to abide by this notification procedure or to report for work promptly at the date of leave expiration shall be grounds for discipline up to and including termination.

LEAVES OF ABSENCE**1.9.10****4. Adjustments to Accrual of Benefits**

Sick leave, holidays, and vacation leave will not accrue during any unpaid leave time, unless otherwise expressly provided for in an applicable MOU. Employees on unpaid leave will be responsible for any benefit premiums during their leave of absence.

5. Adjustments to Date of Performance Evaluation

Any unpaid leave of absence by an employee that exceeds fifteen consecutive calendar days will result in a proportionate adjustment to the employee's performance evaluation date for all purposes, including consideration of a merit salary increase.