

## **5.10 LEAVE WITHOUT PAY (LEAVE OF ABSENCE)**

Leave without pay, or a leave of absence, is defined as an approved absence from duty in a non-pay status. It may be granted by the supervisor and is distinguished from suspension initiated as disciplinary action. The employee shall make a request in writing, stating the reasons, and shall present the request to the supervisor. Leave of absence extensions may also be granted by the supervisor.

An employee granted unpaid leave shall continue to earn and receive insurance benefits, sick leave, and annual leave for leaves of absence lasting less than thirty (30) days. Holidays falling in the time period of leave will not be paid. If the employee does not return to work upon the expiration of the leave of absence, their employment shall be considered terminated.

The authorization of leave without pay is a matter of administrative discretion and should not be approved unless there is a definite expectation that the employee will return at the end of the approved period. Generally, leave without pay should only be granted if the employee has exhausted their annual leave.