

## H. UNPAID LEAVE OF ABSENCES

### 1. UNPAID PERSONAL LEAVE:

Based upon the needs of the City and the sole discretion of the City Administrator, a personal leave of absence for up to thirty (30) calendar days may be granted for good cause to an employee who has worked at least one year. Health and welfare insurance coverage will be continued for thirty (30) calendar days only after a person goes on a leave of absence.

### 2. MEDICAL LEAVE:

If a medical reason requires a leave of absence, you must advise the City at least one week prior to the leave if at all possible. Prior to your leave, a doctor's note must be given to your immediate supervisor stating how long you will be away from work, when you can return to work, and stating your unfitness to perform the necessary regular functions of your job. Every thirty calendar days you must report your condition and request an extension of your medical leave of absence if needed. Health and welfare insurance coverage will be continued for three hundred sixty five (365) calendar days only after a person goes on a medical leave of absence. Upon finding unusual or special

circumstances, a leave of absence may be extended if recommended by the department head and approved by the City Administrator.

3. PREGNANCY DISABILITY LEAVE:

A pregnant employee is entitled to a reasonable leave of absence without pay for any condition resulting from pregnancy, miscarriage, childbirth or recovery therefrom. Such reasonable leave of absence shall not exceed one hundred eighty (180) calendar days.

Employees shall take an unpaid leave of absence during such leave of absence, except that accrued vacation pay and sick leave may be taken at the option of the employee after release from disability.

An employee who plans to take a pregnancy disability leave must give a reasonable notice (not less than four weeks) before the date she will take the leave and the estimated duration of the leave. Health and welfare insurance coverage will be continued for one hundred eighty (180) calendar days only after a person goes on a pregnancy disability leave of absence.

A documented medical pregnancy disability that continues beyond the one hundred eighty (180) calendar days

limit of this policy is subject to the provisions of the Unpaid Medical Leave Policy.

4. MILITARY LEAVE:

Military leave shall be granted in accordance with the provisions of State Law. Any Employee entitled to and requesting military leave shall present a copy of his/her military orders to his/her department head prior to the beginning of the leave in order to give said department head an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

- a. ACTIVE MILITARY LEAVE: All full-time employees and regular part-time employees other than temporary employees of the City who leave active employment for the purpose of being inducted, entering, determining physical fitness to enter, or performing training duty in the Armed Forces or Coast Guard, either by enlistment, draft, or recall, will be granted a leave of absence.
- b. MEMBERS OF THE RESERVES: Any employee who is a member of the reserve corps of the armed forces of the United States or of the National Guard or the Naval Militia shall be entitled to a temporary leave of absence for military

duty ordered for purposes of active absence as provided by federal law while engaged in military duty ordered for purposes of active military training, encampment, naval cruises, special exercises or like activity as such member providing that the period of ordered duty does not exceed 180 calendar days, including time involved in going to and returning from such duty, and provided that paid military leave of absence is not required for periods of inactive military duty.

He/she shall have an absolute right to be restored to his/her former office or position, and status, formerly had by him/her upon the termination of such temporary military duty. If the office or position has been abolished or otherwise has ceased to exist during his/her absence, he/she shall be reinstated to a position of like or seniority, formerly had by his/her upon the termination of seasonal military leave. Upon returning to work, the same or comparable job status will be granted provided application for reemployment is made

within ninety (90) calendar days after date of discharge from active service.

Health and welfare insurance coverage will be continued for thirty (30) calendar days only after a person goes on a military leave of absence. Status and pay if such position exists, or if no such position exists, he/she shall have the same rights and privileges that he/she would have had if he/she occupied the position when it ceased to exist and had not taken temporary military leave of absence.

Any employee who has been in the service of the City for a period of not less than one year immediately prior to the date upon which his/her temporary military leave of absence begins, shall receive the same vacation, sick leave, and holiday privileges and the same rights and privileges to promotion, continuance in office, employment, reappointment to office, or reemployment that he/she would have enjoyed had he/she not been absent, except that an uncompleted probationary or training period must be completed upon reinstatement.

5. UNPAID FAMILY/PARENTAL LEAVE:

All full-time employees who have been employed for at least one year on a continuous basis will be eligible for family parental leave. Such Leave will be for a period, not to exceed four months in each two year period of time. For the purposes of this leave, family/parental leave shall be defined as leave due to the birth or adoption of a child, the serious illness of the employee's child, or leave to care for a parent or spouse with a serious health condition.

All requests for family/parental leave must be requested in writing with appropriate medical documentation and approved by the City Administrator. Approval shall be in writing and a copy filed in the Human Resources Department of the City. Employees may utilize any accrued sick leave (maximum one hundred and sixty (160) hours limit), vacation, compensatory time, administrative leave or any other paid accrued leave, prior to requesting family/parental leave without pay.

Family/parental leave may be denied if the leave would create an undue hardship to the City's operations. Any denial of family/parental leave shall be documented, in writing, with a copy being sent to the employee and a copy filed in the Human Resources Department of the City.

Family leave may be taken at the end of pregnancy disability leave, but such additional leave may be limited to one month if the employee received four full months of pregnancy disability leave.

The employee shall report promptly upon the expiration of the approved leave. Failure to report on the date designated shall be deemed a voluntary resignation. No employment or fringe benefits such as, but not limited to sick leave, vacation, medical benefits, administrative leave, retirement or any other benefits shall accrue to any employee while on a without pay status. Health and welfare insurance coverage will be continued for thirty (30) calendar days only after a person goes on an unpaid family/parental leave of absence. After the thirty (30) day period of health and welfare insurance coverage has ended, an employee on approved unpaid family/parental leave may elect to pay the premiums due in order to maintain medical benefits during the term of such leave.

Upon expiration of a regularly approved family/parental leave, the employee shall be reinstated in the position held at the time leave was granted. An employee reinstated shall receive the same step in the salary range he/she received when he/she began the family/parental leave. Time spent on such leave on a without pay status shall not

count toward service for merit increases with the salary range, and the employees' anniversary date shall be set forward one month for each thirty (30) consecutive days taken or portion thereof.

An employee shall not engage in outside employment during said family/parental leave, unless authorized in writing by the City Administrator.

6. ABSENCE WITHOUT LEAVE:

Any absence from work without leave or pursuant to a right established by this Resolution shall be grounds for termination of employment.

Failure to report for work after a leave of absence has expired shall be considered an automatic resignation.

Employees shall not be entitled to paid holidays, to accumulation of sick leave, or to accumulation of vacation pay during a leave of absence without pay.

NOTE:

Health and welfare insurance coverage includes: Medical, dental, vision, life, long term disability, accidental death and dismemberment insurance, and the employee assistance program.