



<b>Policy Title</b>		Leave Without Pay	
<b>Control Number</b>	<b>Policy Date</b>	<b>Revision Date</b>	
HR034	06/05/2006	06/01/2020	

### **Purpose**

To allow for approved leave of absence after an employee has exhausted paid leave options

### **Scope**

All regular, full time employees and budgeted thirty-two (32) hour employees

### **Guidelines**

#### **Long Term Leave**

All long term leave is subject to the approval of the County Manager based on the recommendation of the Department Head.

All qualifying accrued leave will be used prior to leave without pay.

The employee is expected to return to work within or at the end of the approved leave period. If unable to return to work, the employee must notify their supervisor immediately. If the employee decides not to return to work, the employee must notify their Department Head immediately.

#### **Incidental instances**

Incidental instances of leave without pay or the exhaustion of the employee's accrued paid leave is subject to the approval of the Department Head.

### **Disciplinary Action**

Excessive incidents of leave without pay after the exhaustion of accrued paid leave is subject to disciplinary action.

Failure to report to work at the expiration of the approved leave period will be considered voluntary resignation, unless an extension has been requested and granted.

### **Benefits During Leave Without Pay**

To be eligible for the employer portion of County benefits, at the onset of Leave Without Pay, the employee must be in active pay status at least one-half (1/2) of the calendar month. The employee is responsible to pay for any benefit deductions elected.

#### **Continuation of Benefits: Employee Expense**

The County will extend the employer benefits at the employee's expense based on the following requirements.

Upon the approval of Leave Without Pay, all benefits will be extended for 30 days. If an employee is still in LWOP Status after 30 days, an extension of an additional 30 days may be

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approved upon receipt of updated medical information from the employee’s healthcare provider.

The maximum period of time an employee may remain on the County’s group benefits will be 60 days. If an employee is still in Leave Without Pay after 60 days, their benefits will be terminated and they will be provided information regarding the options for continuation of benefits under COBRA.

**Repayment of Benefit Expenses**

Upon return to work, the employee will be allowed to pay any premiums that are due to Scotland County by payroll deduction over a period of time as approved by the Finance Officer and the County Manager. If the employee does not return to work, the employee will owe Scotland County the total amount of the premiums during the period of Leave Without Pay and will use all available resources for the collection of repayment of premium.

**Retirement Service Credit**

Periods of leave without pay for more than one work week are not considered creditable service under the provisions of the Retirement System.

**Reference**

Replaces: Personnel Policy dated, June 5, 2006  
Article VI. Leaves of Absence, Section 8. Leave Without Pay  
Administrative Technical Bulletin, “Extension of County Sponsored Benefits during Leave Without Pay”, dated 12/20/2017