

SUBJECT: PERSONAL LEAVE OF ABSENCE

OVERVIEW:

The Town recognizes that employees may have personal matters or responsibilities that may require the employee to take time off from work for more than a short-term basis. The purpose of this policy is to provide employees with time off from work, in addition to any vacation leave for which they may be eligible, to attend to such personal matters or responsibilities.

POLICY:

It is the policy of the Town of Greenwich that an appointing authority may grant a personal leave of absence to a full time regular employee not to exceed ten (10) working days. If it is in the interest of the Town, the Director of Human Resources may approve an application for a leave of absence for a period not to exceed six (6) months and the Board of Estimate and Taxation may approve an application for a leave of absence for a period not to exceed twelve (12) months. Upon the expiration of an approved leave of absence, the employee shall be reinstated in the same or equivalent position held at the time the leave was granted. Failure of the employee to promptly report to work at the expiration of the leave may be cause for dismissal.

PROVISIONS:

A. Eligibility: Full time regular employees who have satisfied their probationary and/or training requirements.

B. Qualifying Reasons: An personal leave of absence may be granted for the following reasons not otherwise provided by Town policy. Examples of such reasons are: education, parental, unique or extraordinary personal reasons, and for other reasons as the Town determines to be in its best interest.

C. Limitations/Conditions:

- An employee with accumulated compensatory time and/or vacation leave who is granted a personal leave of absence shall first exhaust all accrued compensatory time followed by accrued vacation leave at the start of the leave and upon exhausting such compensatory time and vacation leave be placed on unpaid leave.
- The reason for the leave is not otherwise covered by other Town policy i.e. Military, FMLA, etc.
- In no instance shall the leave extend past twelve (12) consecutive months.
- Employee shall not engage in other employment during the leave of absence unless such employment has received prior approval by the Director of Human Resources.

- Failure of the employee to return to work immediately following the expiration of the leave may result in termination (see section F).

D. Notification: A request for a leave of absence (other than annual vacation leave) for a period in excess of ten (10) workdays shall be submitted to the department head on the “*Request for Personal Leave*” form. If approved by the Department Head the request shall signed and submitted to the Director of Human Resources. The Director of Human Resources shall act on the request and return a copy of the request form to the Department Head and employee. In the event the request is for a period in excess of six (6) months, the Director of Human Resources shall submit the request to the Board of Estimate and Taxation.

E. Benefits: During the period of leave that is charged against unused vacation leave the employee shall continue to receive all benefits similar to an employee on vacation leave. During the unpaid portion of the leave, the employee **shall not** earn any paid leave time or accrue benefits. An employee on unpaid leave may elect to continue medical, prescription, dental, basic life, or supplemental life provided the employee makes arrangements with the Department of Human Resources to pay the full cost of such benefits. The required payment for such benefits must be received in the Department of Human Resources by the 15th day of the month for the following month’s coverage. In the event payment is not received by the 15th day of the month the employee will be notified that benefits will be terminated at the end of the calendar month. During the period of leave the employee will not be accruing credited service in the retirement system. The employee’s seniority shall not include any periods for which the employee was on unpaid personal leave.

F. Job Restoration and Employee Status Following Expiration of Leave: Upon the expiration of the leave of absence the employee shall be restored to the same or equivalent position and to the extent possible in the same department. In the event the employee’s position has been eliminated the employee will be offered another vacant position for which the employee is qualified. In the event there is no vacant position for which the employee is qualified the employee will be laid off in accordance with Town policy and applicable collective bargaining agreements. The employee is required to report to work immediately at the expiration of his/her leave. The Employee shall have restored any unused sick leave that had been accrued prior to the unpaid leave. An employee who does not report to work immediately following the expiration of his/her leave will be considered as having voluntarily resigned and separated from Town employment.

Related Documents and Forms

Employee Application for Personal Leave, October 2001