6.01 GENERAL LEAVES OF ABSENCE

Approval

Elected officials and bureau directors are authorized to grant leaves of absence to subordinate officers or employees in his/her department, upon the showing of good cause. No employee may be granted a general leave of absence for more than 12 months in any five year period. Employees must exhaust all appropriate accrued leave prior to going on unpaid leave except in accordance with the Administrative Rules on Family Medical Leave and Military Leave.

Unless otherwise required by law, leaves of absence for general or personal reasons shall be no more than twelve months from the beginning date of the approved leave. For a general or personal leave of absence, there are no automatic position return guarantees.

A bureau director may, however, hold the employee's position open pending their return at the conclusion of the leave of absence. The commitment for such a "held" position must be in writing, signed by the bureau director and provided in advance of the commencement of the general leave of absence.

City Attorney Leave

The Elected Official in charge of the office of the City Attorney is authorized to grant leaves of absence not to exceed thirty (30) days during any fiscal year without deduction of pay to the City Attorney and deputies. This leave may be granted when the Elected Official is satisfied that such absences are necessary for the health and benefit of the employee or for the good of City service. This leave is in addition to regular annual vacation accruals.

Blood Donation

Employees wishing to donate blood or participate in the registry for stem cell and bone marrow transplant during City time shall be given a period, not to exceed two hours, to do so without a reduction in accrued leave.

Penalty for Non - Return

Any employee who fails to return to duty at the end of their approved leave will be treated as a voluntary quit. If the original leave of absence was approved for less than twelve months, an extension may be granted, providing that the total leave does not exceed 12 months. Any extension must be approved in writing by the bureau director.

Any employee wishing to return after separation may pursue reinstatement, if applicable, or hire through the competitive exam process.

Administrative Rule History

Adopted by Council March 6, 2002, Ordinance No. 176302
Effective April 5, 2002
Revised July 28, 2003

September 16, 2005
Revised July 9, 2007
Revised April 17, 2009
Revised December 4, 2013