

HR – LEAVE MANAGEMENT
Leave Of Absence
420.13

PURPOSE

Provide guidelines for a Leave of Absence. Fayette County may grant leaves of absence to help alleviate difficult situations which may arise during an employee's career with the County. A Leave of Absence may be granted without pay for a period of up to three (3) consecutive months if conditions warrant such action. Department Heads are authorized to grant a Leave of Absence to an employee subject to a one-time occurrence within a calendar year not to exceed 3 days. Leave of Absence requests greater than 3 days or multiple requests within in a calendar year require the authorization of the County Administrator.

POLICY

There shall be a consistent and uniform process for County employees to be granted a leave of absence.

PROCEDURE

Request for Leave of Absence

Employees are required to provide a written statement detailing the reason(s) for requesting a Leave of Absence. Such requests shall be granted only when all other applicable leave time (sick, vacation, compensatory etc.) has been exhausted.

Compensation/Accruals

When a Leave of Absence includes a holiday, the employee is not eligible for compensation for the holiday. Employees who are on a leave of absence shall not accrue annual or sick leave during the period of absence.

Benefits

Benefits are available to all regular full-time and regular part-time employees who are actively at work and receive compensation for a minimum of 30 hours per week unless protected by law.

An employee compensated less than 30 hours per week is responsible for the monthly payment of benefits. Any premium/contribution(s) due must be paid as agreed. Arrangements must be made with Human Resources for monthly payments or remittance.

An employee may be eligible to continue coverage for qualifying events as defined in the COBRA Policy.