

VILLAGE OF TEQUESTA

PERSONNEL POLICY

TITLE: LEAVE OF ABSENCE

POLICY: 5.8

EFFECTIVE: July 1, 2004

REVISED: November 8, 2007
September 8, 2011
October 12, 2017

PAGES: 2

CONTENTS: This policy consists of the following numbered sections:

I. Policy Statement

PURPOSE:

- 1) To establish procedures by which a regular, full-time employee, with over twelve (12) months of continuous service, may request a leave of absence from employment with the Village;
- 2) To establish conditions of which approved requests for leave of absence are administered.

I. POLICY STATEMENT:

Requests for leave of absence without pay shall be in writing and shall state specifically the reasons for the request, the date desired to begin the leave, and the date of return. The request shall normally be submitted by the employee to the affected Department Head. The Department Head shall recommend to the Village Manager whether the request should be granted, modified, or denied. The Village Manager shall then make a decision based upon the best interest of the Village, giving due consideration to the reasons given by the employee, and the requirements of any applicable State and Federal laws. In the event that the Village Manager is the person requesting the leave of absence, the request will be submitted to the Village Council for

consideration.

A regular, full-time employee may be granted a leave of absence without pay not to exceed ninety (90) days for non-medical purposes. Non-medical leave is unpaid leave time for career advancement, personal or family situations. Such leaves may be granted after vacation, personal and compensatory accruals have been exhausted. Sick leave accruals may not be used for non-medical leaves.

A medical leave of absence without pay may be granted for a period, which when combined with other leaves, may not exceed six months. For unionized employees, the provisions of their union contract limit maximum time off. Medical leave of absence without pay may be used for disability/illnesses (including maternity-related disabilities) which extend beyond the period of accrued sick leave and FMLA eligibility. (Vacation accruals must also be used before starting a medical leave of absence without pay, after sick leave accruals are exhausted.)

Requests for medical leave of absence without pay must be accompanied by documentation from the employee's attending physician. All leave without pay requests, both medical and non-medical, will be routed to the respective Department Head for approval (or to the Village Council in the case of a request made by the Village Manager). Under no circumstances may an employee use unpaid leave of absence to work for another employer or to pursue self-employment. Unpaid leave is designed to accommodate employees who have critical personal situations only.

No sick leave, holiday, vacation benefits or any other fringe benefits shall accrue while the employee is on any leave of absence without pay. Any employee on an approved leave of absence without pay may continue his or her medical, dental, life insurance coverage and any other benefit by paying the full cost to the Village in advance for each month, or portion thereof of which he or she is absent, subject to limitations set by the insurance carrier.

Upon expiration of the leave of absence, the employee shall be reinstated in the position held at the time the leave was granted or another equivalent position. Return from a medical leave of absence requires a health care provider's release.

Upon extenuating circumstances, the Village Manager may grant an extension of a leave period for an employee upon written request by the requesting employee. The Village Council may grant an extension of a leave period for the Village Manager upon written request by the Village Manager. Any extension however may not exceed the six months provision outlined above, nor any union contract provision limiting maximum time off the job, and will be based on departmental as well as employee considerations.

Employees who fail to return to work on the date specified in the leave request, without receiving an extension in advance, are considered to have abandoned their job.

APPROVAL:

**MICHAEL COUZZO, MANAGER
TEQUESTA, FLORIDA**