



Jefferson County Emergency Services Agency Administrative Policy

AP 1172

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Leave of Absence Without Pay

Board Approval: *R M Kelly, Chairman*

Date: 4/26/16

Requests

A request for a Leave of Absence Without Pay must be submitted in writing to the Deputy Director. The written request should include the reason(s) for and exact dates of leave being requested.

Review

The Deputy Director, at his/her discretion, may approve or reject a request for a Leave of Absence of up to thirty (30) days. A request for a Leave of Absence for more than 30 days must be approved by both the Deputy Director and Director. The employee making the request will be notified in writing of the decision.

An employee on an approved Leave of Absence without pay will NOT accrue Personal Leave or Medical Leave during their absence. The employee will be required to pay the premium or cost for health and dental insurance, and any elective payroll deductions, every 30 days while on Leave of Absence without pay.