

Proposed addition to the Dover Kent MPO Personnel Policy Manual

Justification: Current Personnel Policy Manual makes reference to leave without pay, however, such leave is not defined anywhere in the existing policy.

SECTION 5: EMPLOYEE LEAVE

F. UNPAID PERSONAL LEAVE OF ABSENCE

1. Purpose and Eligibility. Unpaid personal leave of absence may be granted upon request to regular full-time employees for important pressing personal and medical needs, at the discretion of the Executive Director.
2. Amount Available. Employees may request up to 90 days per calendar year for use as unpaid personal leave of absence. Unpaid personal leave may only be requested after all other appropriate leave balances have been exhausted.
3. Requesting Unpaid Personal Leave. Employees should request approval in writing to the Executive Director, indicating the reason for the leave and the anticipated length of leave.
4. Continuation of Benefits. All paid leave benefits will be continued in the same manner as received prior to the leave, so long as the leave is six (6) weeks or less. The employee will be expected to remit payments for the employee's portion of any premiums. If an employee requests leave which will extend beyond six (6) weeks, the employee will be advised of COBRA continuation rights. No vacation or sick leave will accrue while an employee is on unpaid leave.
5. Return to Work. Employee shall give the Executive Director at least one week notice prior to returning to work.