

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0030  
Effective Date: 07-03-88  
Person Responsible: Superintendent

Subject: Leave Without Pay  
Last Revision: 05-15-2023

Approvals/Date: Brent Chan 5/15/23 Martha J. Welke 5/15/23  
Superintendent, WCBDD Date Board President, WCBDD Date

The following definitions will apply:  
**Leave Without Pay** - An employee who is in an active pay status and has exhausted his/her available accrued vacation, available personal leave days, and available accrued sick leave, and accrued compensatory time may request the appointing authority to approve a Leave Without Pay.  
**Day** - A "day" is defined as those approved number of hours worked per day during any work period (shift).  
The appointing authority for the Wood County Board of Developmental Disabilities, the Superintendent, shall develop procedures for implementation of this policy.  
All employees of the Wood County Board of Developmental Disabilities may request a Leave Without Pay from the appointing authority.  
An employee's request for a Leave Without Pay shall be disapproved if accrued vacation, personal leave day(s), or sick leave (if applicable) or compensatory time is available.  
An employee who is requesting Leave Without Pay shall contact The Human Resources Department to find out status of insurance.  
Any Leave Without Pay will affect the employee's bi-weekly pay.  
School and Transportation employees on a spread pay who have received an approved "long term" Leave Without Pay will be issued payment of the difference between what has been paid during the bi-weekly checks issued and what is actually due to them for the number of days worked up to the beginning date of the approved Leave Without Pay request.