Wood County Board of Developmental Disabilities

PROCEDURE

Procedure #: **Effective Date:** 02-ALL-ALL-0189 (HR)

07-03-88

Human Resources Coordinator

Approvals/Date:

Person Responsible:

Superintendent, WCBDD

Department Director

Subject:

Last Revision:

Date

Leave Without Pay Guidelines

04-07-2022

The following definitions will apply:

Leave Without Pay - Any amount of time an employee is absent from scheduled work on an approved basis without pay.

Day - Defined as the employee's established average hours worked per day based upon the total bi-weekly hours divided by ten (10). Extended Leave Without Pay - The length of time requested which exceeds 30 calendar days but does not exceed six months.

Emergency Leave Without Pay - An unexpected situation whereby an employee requires absence for his/her work.

Administrative Leave Without Pay - Any period of time that a Supervisor, Department Director or Superintendent determines that an employee should not report to work and will not be paid.

- 1. An employee may request Leave Without Pay if he/she does not have other accumulated leave available, ten (10) working days prior to the first day of leave requested. Such other available leave shall be used on the following priority basis: accrued compensatory time: accrued sick leave (if applicable to Leave Without Pay request); personal leave day(s); and accrued vacation, unless requested and approved in advance by employee.
- 2. Employee who is requesting Leave Without Pay shall contact The Human Resources Department to find out status of insurance. The Human Resources Department will notify the employee for the amount payable to the Board for the insurance premium(s) if the insurance is to remain in effect. Checks made payable to the Wood County Treasurer's Office and submitted to Human Resources by the indicated due date.
- 3. An employee must electronically submit, in timekeeping system, a Leave Without Pay request to his/her supervisor for acknowledgement.
- 4. Supervisor shall be responsible to check with Human Resources to determine whether employee has other accrued leave available
- 5. The employee's supervisor will acknowledge or deny the Leave Without Pay so that proper notification can be given to the employee. prior to the first day of the day of the requested Leave
- 6. Failure of the employee to pay in advance his/her prorated insurance premium(s) constitutes administrative authority to cancel coverage immediately or as soon as possible following the date of infraction. In the event of cancellation, the employee will be liable for payment for the remainder of the time the insurance is in effect. The employee will be notified of the amount to be compensated to the Board. If a cancellation of the employee's insurance occurs, the employee may re-enroll upon returning to a benefit eligible position. provided the employee has rectified any indebtedness to the Board.
- 7. An emergency Leave Without Pay may be requested by an employee or on behalf of the employee by an immediate family member to the appointing authority or his representative(s) within three (3) days of the stated emergency incident. Arrangements shall be made to compensate the Board for coverage for the current applicable month following the Wood County Summary Plan Description guidelines. The appointing authority will inform employee of eligibility status.
- 8. Seasonal employees (for example, those following a 9-month program calendar) who have received an acknowledgement extended Leave Without Pay will be issued a lump sum payment of the difference between what has been paid during the bi-weekly checks issued and what is actually due them for the number of days worked up to the beginning date of the approved Leave Without Pay request. At the time of return to an active work status, their salary will be re-determined, and an appropriate bi-weekly pay determined.
- 9. Any employee on Leave Without Pay may be subject to corrective action.
- 10. An employee who as a result of corrective action is suspended from work, shall compensate the Board in advance for 100% of the Health and Dental insurance monthly premium rate on a prorated daily rate basis commencing with the first day of suspension.
- 11. An employee who is ordered by his/her immediate supervisor to take an Administrative Leave Without Pay for any given amount of time shall not be penalized for repayment of Health and Dental Insurance premiums nor will that time be considered accountable in the accumulated Leave Without Pay days.

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