

STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	REV	EFFECTIVE DATE	SUPERSEDES	PAGE
Leave Without Pay	C-10	1	June 1, 2007		1 of 1
Prepared By:	Policy Review Committee			Approved By:	Grant Goings City Manager

1.0 Purpose

To accommodate employees of the City during times when designated categories of leave do not apply.

2.0 Policy

The City of Wilson places employees on leave without pay under conditions described below.

3.0 Scope

All full-time and permanent part-time employees are covered by this rule.

4.0 Definitions

None

5.0 Rules/Procedures

- 5.1 Leave without pay may be granted by the Department Head for a period of two weeks or less.
- 5.2 Leave without pay in excess of two consecutive weeks and not addressed otherwise within these rules, may only be granted by the City Manager. Requests of this nature should be routed through the department head to the Human Resources Director. The Human Resources Director will forward the request to the City Manager.
- 5.3 City sponsored benefits in effect at the beginning of an approved leave without pay will continue for up to three months. The employee and the City will continue to pay their customary share of the cost. The employee must make payment arrangements with the Benefits Specialist in advance of the leave if possible.
- 5.4 Benefit payments by the City will be discontinued following the three month period for the employee who is on an approved leave of absence without pay. The employee will be permitted to participate in the benefit plans only if he/she pays all costs of the benefits.
- 5.5 Should an employee fail to return to work, the City may require full payment for the employee's share of premiums paid by the City during the leave.
- 5.6 When on leave without pay, it is the employee's responsibility to maintain employee sponsored benefits with individual carriers who have payroll deductions with the City.