

Item 6 – Review Resolution 2024- Amending the District’s Policies and Procedures Manual Parts I and IV

POLICY TITLE: PERSONAL LEAVE OF ABSENCE

POLICY NUMBER: 3105

3105.1 **Purpose.** This policy is to establish guidelines for employees requesting a personal leave of absence. The implementation of this policy aims to balance the needs of employees for time away from work with the operations requirements of the District.

3105.2 **Eligibility.** This policy applies to full-time and part-time, regular employees who have successfully passed their six (6)-month introductory period or probation. Temporary and contracted employees are not eligible for personal leave under this policy. If an employee is under six (6) months of tenure, the General Manager or his/her designee has the authority to approve or deny the request.

3105.3 **Authority.** The General Manager or his/her designee has the authority to approve personal leave of absence request with the recommendation of the Department Head, immediate supervisor and Human Resources after a careful review of the circumstance surrounding the personal leave of absence request. The General Manager or his/her designee also has the authority to deny a request for personal leave, and such denial is not disciplinary or subject to appeal.

3105.4 **Process.** A written request must be submitted to the immediate supervisor in writing and must be forwarded within two (2) workdays to Human Resources. Two (2) weeks’ prior notice is generally required unless there is an extenuating circumstance to be determined by the General Manager or his/her designee that prevents the requester from the two (2) weeks’ notice requirement. The District may request supporting documentation for review and consideration of the personal leave of absence request.

3105.5 **Duration.** Employees may be granted a Personal Leave of Absence without pay for valid and compelling personal reasons for period of up to thirty (30) calendar days. Extensions beyond thirty (30) days may be considered but are not guaranteed. The General Manager or his/her designee will consider the following factors to determine if a personal leave of absence is warranted:

1. Reason for leave of absence.
2. Length of Service.
3. Performance and work records.
4. The District’s legitimate business needs.

3105.6 **Conditions.** The approved personal leave of absence has the following conditions:

1. The personal leave of absence is unpaid, and the employee can utilize this only if they have exhausted their family and medical leave credits, and vacation, sick or administrative leave hours. Please refer to Policy 3075 Vacation, Policy 3085 Sick Leave and 3090 Family and Medical Leave for more information.
2. During the personal leave of absence, the employee’s position may be filled temporarily.

3. Health and other ancillary benefits may be continued during the personal leave of absence. Employees on a personal leave of absence must contact Human Resources to arrange for payment of ancillary benefit premiums during the personal leave of absence.
4. Vacation, sick leave and administrative leave accruals may be suspended during the personal leave of absence.

3105.7 **Return.** Employees returning from personal leave of absence must notify their supervisor and Human Resources at least five (5) calendar days to allow the District for future planning and reasonable accommodation if applicable.

3105.8 **Confidentiality and Recordkeeping.** All personal leave of absence requests and related documentation will be treated confidentially unless disclosure is required by law and stored in the employee's personal file.

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