

	<h1 style="color: blue;">City of Helena</h1> <h2 style="color: blue;">Personnel Policy</h2>	Policy number	3-5
		Original Adoption	02-09-1987
		Revision #	5
		Last revision date	May 2010
Section Title	Employee Leave Administration		
Subject	Leave of Absence Without Pay		

A leave of absence without pay is defined as any approved period of time an employee is away from City service for any reason and is not in pay status.

Employees may request time off without pay from their supervisors in the same manner as sick or vacation leave (in writing). Department heads may approve an absence without pay for a period of five days (40 hours) or less. Any leave of absence without pay, in excess of five days (40 hours), must be approved by the City Manager, in advance if possible. Requests for time off without pay may be denied if the employee has available vacation, sick leave (if applicable), comp time, or banked holidays. Employees may be requested to use the existing leave time before approval of leave without pay will be given.

The City reserves the right to discharge an employee who fails to return to work the day following the expiration date of a period of leave of absence and may recruit to fill the position.

Affect of Approved Leave of Absence on Employee Benefits:

- A. **Vacation and Sick Leave Credits:** Employees may not accrue credits while on leave of absence (§2-18-611 (4) and §2-18-618 (2), MCA). All time in leave of absence is credited toward an employee's service time for the purpose of determining their earning rates.
- B. **Longevity Allowance:** Any leave of absence extends qualifying work period for longevity at each level. See Policy 2-5 for effect on Longevity payments.
- C. **Public Employee's Retirement:** Time on leave of absence is not allowed in computing service time for retirement purposes under PERS, MPORS, or FURS.
- D. **Health Insurance:** See Policy 2-1.
- E. **Probationary Period:** See Policy 6-6.