

CITY OF SPOKANE ADMINISTRATIVE POLICY AND PROCEDURE	ADMIN 0620-13-20 LGL 2013-0022
TITLE: <b>UNPAID LEAVE OF ABSENCE</b> EFFECTIVE DATE: NOVEMBER 1, 1993 REVISION EFFECTIVE DATE: October 24, 2013	

1. GENERAL

1.1 This document establishes a uniform policy for the administration of unpaid leaves of absence for appointive officials and non-uniform employees in addition to Civil Service Rule X. This policy does not apply to leaves of absence provided by the Jury Duty and Subpoenas policy (ADMIN 0620-05-06) or Military Leave and Military Family Leave of Absence policy (ADMIN 0620-10-07).

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2. DEPARTMENTS / DIVISIONS AFFECTED

2.1 This policy applies to regular, non-uniformed employees in all City divisions and departments including appointed officials.

2.2 The provisions of this policy do not supersede the provisions of any collective bargaining agreements or Civil Service rules, and when in conflict, the specific terms and conditions of the collective bargaining agreement or Civil Service rules will prevail.

3. REFERENCES

- City of Spokane Admin Policy 0620-05-06 – Jury Duty and Subpoenas
- City of Spokane Admin Policy 0620-10-07 – Military Leave and Military/Family Leaves of Absence

City of Spokane Admin Policy HR 19 – Disciplinary Action  
City of Spokane Admin Policy 0620-09-22 – Illness Leave  
City of Spokane Admin Policy HR 23 – Family and Medical Leave Act

#### 4. DEFINITIONS

- 4.1 “Medical leave of absence” is an absence for a prolonged illness or medical condition of the employee or the employee’s immediate family member as described in City policy HR-23 - Family Medical Leave Act.
- 4.2 “Personal leave of absence” is an absence for a compelling personal reason.
- 4.3 “Unpaid leave of absence” is time off from work without pay that is granted beyond regular paid time off.

#### 5. POLICY

- 5.1 Subject to operational needs and other considerations, the City may grant a leave of absence without pay for an absence not covered by any other type of eligible leave.
- 5.2 All eligible accrued leave must be exhausted before an unpaid leave of absence may be approved.
- 5.3 All unpaid leaves of absence require approval of the department head.
- 5.4 Leave of absence will not be used in conjunction with paid leave for the sole purpose of extending or to prolong paid time off. However, this provision will not preclude a department head from reducing a position Full Time Equivalent (FTE) under 1.0 or one hundred percent (100%).
- 5.5 Normally, a leave of absence for personal reasons will not be granted during the initial probationary period.
- 5.6 If approved, a leave of absence is usually granted for no more than one hundred twenty (120) consecutive calendar days. Additional leave beyond the initial expiration date or leave beyond one hundred twenty (120) days will not be granted unless the department head and the Human Resources Director specifically approve additional leave. Employees assigned to a Civil Service classified position will not accrue classification seniority while on an approved leave of absence which may require an adjustment in seniority dates. If the employee is not granted additional leave of absence

beyond the first one hundred twenty (120) consecutive days, the employee may be placed on lay off status.

## 6.0 PROCEDURES

### 6.1 Approval Process.

6.1.1 Unpaid leave of absence for more than three (3) consecutive days requires a completed request form submitted through the employee's department head to the Human Resources Director for approval prior to any such leave being approved. Substantiating proof of reason must accompany the request.

6.1.2 In reviewing requests for personal reasons, the approving authority will consider such factors as the demonstrated need, the employee's length of service, the employee's attendance record, the impact on the operations, replacement issues, and the likelihood of establishing an undesirable precedent.

6.1.3 The Human Resources Department shall distribute the approved letters to appropriate departments concerned.

### 6.2 Impact on Benefits

6.2.1 Leaves of absence could result in the reduction of leave accruals. Vacation and sick leave accruals are granted only if the employee is in a paid status for eighty percent (80%) of a biweekly pay period or sixty-four (64 hours).

6.2.2 Group medical, dental and life insurance are continued during the first ninety (90) days of an approved leave of absence due to a medical reason. The premium for this coverage is continued at the same rate to the employee as prior to the medical leave of absence. After the ninety (90) day insurance extension for the medical leave is expired, the City will no longer make any contributions and the employee becomes eligible for continuing medical and dental coverage under COBRA. Employee basic life insurance coverage will cease, however the employee may elect to continue employee paid supplemental life and long-term care insurances.

6.2.3 Leave of absence for other than a medical reason will result in the loss of City contributions towards group medical, dental and life insurance beginning the first day of the month in which the employee is in an unpaid status. At this time, the employee becomes eligible for continuing medical and dental coverage under COBRA.

Employee basic life insurance coverage will cease, however the employee may elect to continue employee paid supplemental life and long-term care insurances.

6.2.4 Retirement service credits are not granted for periods of leave without pay that exceed five (5) days over the employee's tenure with the City.

6.3 Falsification of Authorized Leave of Absence.  
If a leave is used for a purpose other than that stated, the balance of the leave may be canceled and the employee may be subject to disciplinary action as provided in City Policy, ADMIN 0620-13-19 Disciplinary Action, and/or an applicable bargaining agreement.

6.4 Resources.  
The Leave of Absence Request Form is available on the Human Resources page of the City's intranet site.

7.0 RESPONSIBILITIES

The Human Resources Department shall be responsible for administering this policy.

8.0 APPENDICES

None

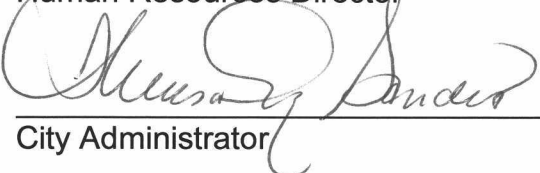
APPROVED BY:

  
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City Attorney (Asst)

10-3-13  
Date

  
\_\_\_\_\_  
Human Resources Director

10.8.13.  
Date

  
\_\_\_\_\_  
City Administrator

10/9/13  
Date