TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

Policy   **Section   5.20**

LEAVE WITHOUT PAY

A.   The Appointing Authority may grant a leave of absence to any employee for a
        maximum duration of six month for any personal reasons of the employee, which
        includes any reason acceptable under the Family Medical Leave Act, subject to
        that leave Act's time limitations. Such a leave may not be renewed or extended
        beyond six months.

B.   Leave may be granted for a maximum period of two years for purposes of
        education, training, or specialized experience which would be of benefit to the
        county service by improved performance at any level; or for voluntary service in
        any governmentally-sponsored program of public betterment.

C.   The authorization of a leave of absence without pay is a matter of administrative
        discretion. The Appointing Authority will decide in each individual case if a leave
        of absence is to be granted.

D.   The granting of any leave of absence is subject to approval of the Appointing
        Authority. Except for emergencies, and subject to the Family Medical Leave Act,
        employees will advise the Appointing Authority thirty (30) days prior to
        commencement of the desired leave so that the various functions may proceed
        properly.

E.   Upon completion of a leave of absence, the employee is to be returned to the
        position formerly occupied, or to a similar position if the employee's former
        position no longer exists. Any replacement in the position while an employee is
        on leave will be terminated upon the reinstatement of the employee from leave.
        The terminated employee will be considered for other vacancies.

F.   An employee may return to work before the scheduled expiration of leave if
        requested by the employee and agreed to by his or her supervisor. If an
        employee fails to return to work at the expiration of an approved leave of
        absence, a report of Failed to Return from Leave is made--unless an order of
        removal or disability leave is appropriate.

Adopted: 06/24/85
Revised: 10/25/93
             5/26/98
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