

	<b>City of Cedar Park</b> <b>Human Resources Policy Manual</b>		
	<b>Authorized Leave Without Pay</b>		
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## 1.0 Policy

It is the policy of the City that the Department Head may authorize an employee to take leave without pay, not to exceed four calendar weeks, for meritorious reasons in his/her sole discretion. Examples of reasons for leave without pay may include for personal business, educational opportunities, or certain circumstances involving illness or injury. It is further policy of the City that the City Manager, in his/her sole discretion, may extend this period up to a total combined leave of 14 calendar weeks.

## 2.0 Procedure/Rule

- 2.1 An employee shall exhaust all appropriate paid leave prior to being eligible for Authorized Leave Without Pay.
- 2.2 Leave Without Pay-Four Calendar Weeks or Less. In circumstances not falling within other provisions of the City's Human Resources Policy Manual, including medical purposes that do not qualify for FMLA (i.e. the employee does not meet the service requirement under FMLA) or upon the exhaustion of FMLA leave, an employee may request in writing leave without pay through his/her Department Head. The Department Head, in his/her sole discretion, may authorize such request, not to exceed four calendar weeks. Authorization of leave shall be in writing, and the Department Head may revoke such authorization at any time.
- 2.3 Leave Without Pay-Greater Than Four Calendar Weeks. The City Manager, in his/her sole discretion, may approve authorized leave without pay for an employee for periods greater than four calendar weeks but not greater than 14 calendar weeks of combined leave without pay. An employee shall submit such a request in writing to his/her Department Head. The Department Head shall review the request and make a recommendation to the City Manager, who shall make the final determination of approval.
- 2.4 Continuation of benefits shall be subject to the insurance carrier's provision and contract with the City. An employee on authorized leave without pay shall make arrangements with Human Resources to continue to pay premiums for dependent coverage, as well as any premium required by the City's benefits plans.

When authorized leave without pay is in excess of four calendar weeks, the employee may elect to continue group health coverage for him/herself and eligible dependents. An employee must pay 102% of the applicable premium to cover the cost of elective continuation coverage under the City's group health plan.