

	City of Cedar Park Human Resources Policy Manual		
	Leave Limitation		
	Number: E-10	Revision: 1	Effective Date: 5/10/2018

1.0 Policy

An employee may be terminated from employment as a business necessity due to Limitations of Leave policy when the employee is unable to perform the essential functions of his/her position with or without reasonable accommodation for a specified period of time.

2.0 Procedure/Rule

- 2.1 With the exception of leaves of absence for military duty, no leave of absence or other period of inability or failure to perform full-duty work, by itself or in combination with other periods of leave, may last longer than 26 calendar weeks, or 1,040 hours. Except as otherwise provided for police officers and firefighters, any employee who for any reason or combination of reasons misses a total of 26 calendar weeks (1,040 hours) of full-duty work in a 12-month period, or a total of 39 calendar weeks (1,560 hours) of full-duty work in an 18-month period, shall be separated from employment due to unavailability for work. Any employee so separated shall normally be eligible for rehire and shall be able to apply for available job openings, depending upon qualifications. An employee shall be considered unavailable for work if the employee cannot perform the essential functions of the job, with or without reasonable accommodation.
- 2.2 As an exception of this policy, an employee who has more than 26 calendar weeks (1,040 hours) of accrued paid leave shall be allow to exhaust such time prior to termination of employment under this policy.
- 2.3 This policy shall not be read or implemented so as to conflict with or modify the City’s obligations under the Americans with Disabilities Act (ADA).