



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul desires to establish standards for granting unpaid leaves of absence and options for benefit coverage during such leave.

#### **POLICY STATEMENT:**

- 1) This Policy covers unpaid leaves of absence excluding military leave, emergency leave, leave of absence to run for public office, maternity leave, parental leave or jury duty.
- 2) An employee may be granted an unpaid leave of absence at the discretion of the Chief Administrative Officer or their designee.
- 3) A request for an unpaid leave of absence must be addressed in writing to the Chief Administrative Officer or their designee.
- 4) An employee must exhaust all time off credits including but not limited to earned vacation time, overtime, time in lieu or any other paid leaves prior to the commencement of an unpaid leave of absence. That said, the Chief Administrative Officer or their designee will retain the discretion to vary from this section as they determine.
- 5) Employees will be given the option of continuing benefit coverage for those benefits they remain eligible for at their own expense by paying the full premium costs on a monthly basis.
- 6) An employee must return to work on the date mutually agreed upon in writing prior to the commencement of the leave of absence. Failure to return to work on the agreed upon date without notice will be treated as a voluntary resignation from the County.
- 7) An employee may be reinstated to their former position and salary when returning to the County's employ, where possible and practical subject to any

layoffs or restructuring undertaken during the unpaid leave of absence. Employees must be willing to undergo re-training upon their return to work.

- 8) An employee on an unpaid leave of absence will not accrue paid vacation time, sick leave or family medical benefits for the duration of the leave period.

