

Executive Summary of Proposed Changes to Policy Dated September 6, 2000 Pinal County Policy and Procedure 7.65 - Leave of Absence Without Pay

The proposed changes to Pinal County Policy and Procedure 7.65 (Leave of Absence Without Pay) are outlined below. These changes are submitted respectfully for the purpose of providing department leaders and employees with an improved policy statement that is clear and concise. These proposed changes reflect the County's regard for the health and safety of its employees and their families.

Proposed Changes:

- Removed unnecessary policy language that was not applicable and ensures current practices meet the Federal and State leave requirements.
- Clarifies the types of absences eligible for Leave Without Pay.
- Clarifies employee financial responsibility when on Leave Without Pay.
- Establishes a clear timeline for premium payments to be made when payroll deductions are not an option.
- Limits the length of unpaid leave time which may be authorized.
- Removes the requirement for County Manager approval unless extenuating circumstances apply.
- Clarifies that this policy does not cover leaves of absence that are protected by state or federal law. These leaves are covered by the following County policies:
 - 6.40, On-The-Job Injury and Illness- Workers Compensation
 - 6.50, Reasonable Accommodation
 - 7.30, Vacation Leave
 - 7.40, Family Medical Leave
 - 7.60, Miscellaneous Leaves with Pay