

**Subject:** LEAVES OF ABSENCE WITHOUT PAY

**Date:** January 7, 2024

**Pages:** 1 of 2

**Replaces Policy Dated:** September 6, 2000

**PURPOSE:** To establish the conditions, not otherwise covered by state or federal laws, under which Pinal County employees may be granted a Leave of Absence without Pay.

**STATEMENT OF POLICY:** To provide options for unpaid leave when all accruals have been exhausted and support the continued employment and work-life balance of our employees.

**SCOPE:** This policy applies to all employees of Pinal County, excluding temporary and seasonal employees, and Elected Officials.

**PROCEDURE:** Requests for a Leave of Absence without Pay may be granted at the discretion of an Appointing Authority or designee for a period up to thirty (30) calendar days when an employee has exhausted available leaves with pay to include Vacation, Sick Leave, Compensatory Time, Floating Holiday, and Sabbatical Leave.

Leaves of absence without pay may be granted for the following purposes:

- Education that advances an employee’s career opportunities with Pinal County.
- Healthcare reasons when leave is provided under state or federal law.
- Leave for service in the public interest.
- Personal leave or travel plans scheduled prior to employment and made known to the Hiring Authority in advance of the employment start date.
- Non-routine, special personal or family circumstances.

Requests for a Leave of Absence without Pay must be submitted in writing to the Appointing Authority through the employee’s immediate supervisor.

When the need for leave can be anticipated, the employee shall submit the request no less than thirty (30) calendar days in advance of the requested leave time. In all other circumstances, the employee shall submit the request in writing as soon as reasonably practicable.

Approval/disapproval determinations will be made based on coverage considerations, which may include, but are not limited to, anticipated staffing needs, vacancies, staff already out on leave, departmental use of overtime, and whether the employee is in good standing.

Employees on approved leave without pay may elect to continue Pinal County group insurance coverage while on such leave. Employees on approved leave will be responsible for continuing to pay the employees’ share of all health insurance premiums. If such payments are not made within 45 days of the first missed premium payment, coverage will be terminated retroactively to the last paid date.

Employees who have elected to take leave without pay of thirty (30) calendar days, because such leave under this policy does not fall under, a form of protected leave, will not receive credit for the unpaid portion of that leave when calculating length of service for seniority, retirement, or Sabbatical Leave (Single Period Leave) eligibility.

Unpaid Leave of Absences without Pay exceeding the thirty (30) day limitation period may be considered on a case by case basis if it is in the best interest of the employee and the County. Leaves exceeding thirty (30) calendar days shall require the approval of the Appointing Authority and the concurrence of the County Manager.