

Section I - Application Procedure

Leave of Absences Without Pay may be granted for a period not to exceed one year. All requests for leave will be made on the appropriate form, through the department manager, and forwarded to the Human Resources Office and will be reviewed on an individual basis.

During unpaid leaves of absence only seniority shall continue to accrue. All benefits paid by the City must be assumed in full by the employee for the duration of the leave. Among these benefits are:

- Hospitalization Insurance
- Dental Insurance
- Life Insurance
- Optional Benefits

Section II - Return to Work

The employee's position may not remain vacant during a LWOP. Upon return to work, every effort will be made to place the employee in their former position if possible. If not possible, reasonable effort will be made to reinstate employees to the first available position of equivalent classification and pay. Employees who do not accept the position offered on return from a leave of absence will be considered to have voluntarily resigned from employment. If there is no equivalent vacant position available, the employee will be laid-off and will receive priority preference for any future vacancies for which they may be qualified.

The City may hold the employee's original position vacant, but is under no obligation to do so.