



EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

Leave Without Pay

Revised Date: December 16, 2013

I. Leave Without Pay

- A. At the discretion of the Elected Official/Department Head, an employee may be granted leave without pay. Leave without pay is generally discouraged because it deprives a department of needed services. The granting of leave without pay is a matter for the discretion of the Elected Official/Department Head and the denial of such request is not subject to review or grievance.
- B. An employee may be granted leave of absence without pay for the following reasons:
 - 1. For the recovery from an illness or disability after the depletion of accrued sick leave;
 - 2. When return to work would threaten the health of others;
 - 3. When the service to be performed will contribute to the public welfare;
 - 4. To provide necessary care for a family member who is ill or incapacitated after the exhaustion of sick and vacation leave;
 - 5. To participate in a training program or obtain educational achievement, that will increase job ability or qualify an employee for advancement within the County;
 - 6. Any other reason deemed acceptable by the Elected Official/Department Head.
- C. Prior to granting an employee leave without pay, a request must be submitted to the Elected Official/Department Head for approval. The date leave without pay begins and terminates along with a brief explanation as to the need for such leave should be included in such request.
- D. An employee who is granted leave without pay will continue to receive paid health and life insurance benefits from the County for a period not to exceed ninety (90) days in any 12-month period as long as the employee continues to pay his portion of the premiums; thereafter, the paid health and life insurance benefits will cease. An employee who is granted leave without pay will not accrue vacation and sick leave benefits while on leave without pay status.
- E. An employee may remain on leave without pay status for a maximum of ninety (90) days within any 12-month period. Any employee who remains on leave without pay status more than ninety (90) days shall be separated for excessive absenteeism.
- F. An employee placed on leave without pay is entitled to reinstatement upon the termination of the leave period; as such, an Elected Official/Department Head that grants leave without pay may fill the vacant position only with a temporary employee.