

INTRODUCTION

The City of Taft may grant employees personal leave of absence without pay for a maximum of twelve months, upon written approval of the appropriate Department Head, Personnel Officer and the City Manager.

Personal leave of absence without pay may be granted for unforeseen personal reasons including, but not limited to, bereavement, injury or sickness in the immediate family, settlement of an estate of which the employee is executor, educational pursuit associated with an employee's present or future assignment, and similar personal reasons.

Under normal circumstance, personal leave of absence shall be granted only after an employee has exhausted all vacation entitlement.

In each case, however, personal leave of absence shall be granted at the City's discretion.

Although the City of Taft cannot guarantee that an employee returning from personal leave of absence will be assigned to an identical position on an identical shift, it shall make a reasonable attempt to do so or shall assign the employee to a position requiring similar skill or in a similar pay grade.

REQUESTING PERSONAL LEAVE OF ABSENCE

1. Employees wishing to request a personal leave of absence without pay shall notify their immediate supervisor of the reason for such request and of their anticipated date of return from leave of absence status.
2. The employee's immediate supervisor shall complete a Personnel Action Form noting "Personal Leave of Absence Without Pay", the reason for such request, and the anticipated date of return in the "Explanation of Action" area.
3. Personnel Action Forms authorizing personal leave of absence without pay in excess of ninety days shall require approval signatures of the employee's Department Head, the Personnel Officer and the City Manager before the effective date of such leave.
4. Personnel Action Forms authorizing personal leave of absence of less than ninety days without pay shall require approval of the employee's Department Head and the Personnel Officer before the effective date of such leave.
5. Department Heads may grant personal leave of absence without pay for a period less than five days. In such instance, the Department Head shall note the leave

of absence without pay on the employee's time card in lieu of submitting a Personnel Action Form.

6. Personal leave of absence for educational pursuit may be granted during the academic year. Employees placed on such leave shall be returned to active duty during the summer months.
7. Employees placed on personal leave of absence without pay shall receive payments due on the regular pay day following the effective date of such leave.

REINSTATEMENT FROM PERSONAL LEAVE OF ABSENCE

1. Upon return from personal leave of absence without pay, the Personnel Officer shall complete a Personnel Action Form noting return from personal leave of absence in the "Explanation of Action" area.
2. Employees returning from a personal leave of absence exceeding thirty consecutive working days may be required to satisfactorily complete a physical examination administered by a City retained physician.

TERMINATION FROM PERSONAL LEAVE OF ABSENCE

1. Employees who absent themselves from their regularly assigned work for three consecutive work days without notification to their supervisor at the expiration of an approved leave of absence shall be considered to have resigned by reason of abandonment.
2. Employees accepting gainful employment or entering into a personal business venture while on an approved personal leave of absence shall be considered to have resigned without notice and shall be terminated in accordance with the City's Termination policy.