

AR 12-02

AMENDING ADMINISTRATIVE REGULATION 04-11 ,
GOVERNING VACATION AND SICK LEAVE ACCRUAL
DURING PERIODS OF LEAVE WITHOUT PAY

Section 1. Purpose

The Personnel Rules provide for leave without pay to allow for continued employment under various circumstances. This regulation will address leave accruals during periods of leave without pay.

Section 2. Policy

All leave without pay must be approved in advance and any employee who utilizes leave without pay in excess of seven (7) calendar days shall not continue to accrue vacation and/or sick leave. Leave without pay begins immediately upon exhaustion of applicable leave balances. Accruals shall resume when the employee has returned to work and completed twenty (20) consecutive work shifts.

This Administrative regulation supercedes AR 04-11.


Eric Honeyfield, City Manager

1 - 26.12
Date

I acknowledge that I was provided a copy of and have read this policy.

Employee

Date