

Kingman County
Kansas
Personnel Policy
Manual

Policy #16
Personal Leave of Absence
without pay

Commission Approved
Date: 6-13-2011

16 **Personal Leave of Absence without Pay**

- 16.1 Infrequently, a Personal Leave of Absence without pay may be granted in certain situations to eligible employees and is generally intended for, but not limited to, the following situations:
- Unplanned, extended situations not covered by other leave policies such as, but not limited to, FMLA, extended funeral and bereavement leave, and workers' compensation Temporary Total Disability.
 - Exhaustion of FMLA entitlement and /or worker's compensation Temporary Total Disability without the ability to return to work immediately.
 - Any justifiable reason at the County's discretion provided the leave does not seriously disrupt the County's operation. The reason must show good cause why it should be granted.
- 16.2 Personal Leave may be granted with **Pre-approval** from the Department Head and Board of County Commissioners (BOCC). Personal Leave can be for any period of time up to but not to exceed three (3) months in a 12 month period and as long as department's duties can still be fulfilled. In determining whether to grant Personal Leave, the following shall be taken into account such factors as:
- (a) Likelihood that the employee will return to County service after the leave.
 - (b) Likelihood that the County will benefit upon the employee's return, as a result of the employee's Personal Leave.
 - (c) Prospects for covering the employee's position while on leave.
- 16.3 The Department Head may approve a Personal Leave of up to seven (7) days each calendar year without the BOCC approval. Any Personal Leave requested in excess of 7 days, the employee must fill out a Personal Leave Request Form for the Department Head and BOCC to review.
- 16.4 Under no circumstances shall Personal Leave be granted to allow an employee to take a position with another employer.
- 16.5 Personal Leave shall be unpaid. The employee is required to use any accrued Personal Time pay, Vacation pay, before the use of Personal Leave without pay.
- 16.6 An employee on Personal Leave will not earn vacation, KPER benefits, or sick leave benefits. Time elapsed during an employee's Personal Leave, if greater than twenty (20) working days, shall not count toward that employee's length of service.
- 16.7 The employee will be responsible for the total cost of the health insurance premiums on any health insurance coverage the employee or the employee's family is

receiving through the County during this Personal Leave period, except where otherwise provided by law. These payments must be received by the Deputy Clerk by the first (1st) day of each month for that month's corresponding coverage.

- 16.8 While on Personal Leave, employees are required to report periodically to their supervisor, at least every two weeks, regarding the status of their personal condition and their intent to return to work. Employees may be required to provide satisfactory evidence supporting their need for continued Personal Leave.
- 16.9 If applicable, before the employee is released to full-duty work, they shall submit a doctor's statement verifying the employee is released and the date of the release.
- 16.10 If the employee does not return to work by the specified return date, the County will assume the employee has resigned and the separation process shall be completed.
- 16.11 If at the end of the Personal Leave, an employee is still not able to return to their job because they are unable to perform the job, either with or without reasonable accommodation, due to illness, injury, or personal, then the employee will be deemed to have exhausted all available leave and the County shall separate the employee's employment. (The BOCC holds the right to consider additional leave time if unique circumstances warrant such a time extension.)

If the employee leaves employment in good standing the employee may be considered for employment by application at any time in the future.

This policy shall in no way substitute or hinder the employee's eligibility for leave covered under the Family and Medical Leave Act.