Grant County Personnel Policy

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APPROVED: _Cindy Carter_

Cindy Carter, Chair, Board of County Commissioners

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Date Signed

CONTACT: Human Resources

806 – Leave Without Pay

806.1 In rare instances, Grant County may approve an employee to take leave without pay. Requests must be submitted on a "Leave Request & Authorization" form. The procedure for approval is different depending upon the amount of leave requested, as detailed below.

806.2 Leave in an amount of less than 24 hours

806.2.1 Leave without pay in this range of hours is normally used to balance the payroll record of an employee to 40 hours if the employee has been absent and does not have adequate banked leave at their disposal.

806.2.2 This leave is approved by the Elected Official/Department Head or his/her designee.

806.3 Leave in an amount of between 24 and 79.9 hours

806.3.1 Leave without pay in this range of hours indicates a situation requiring review for ADA, FMLA, or L&I impacts.

806.3.2 This leave is approved by the Elected Official/Department Head or his/her designee following consultation with the Human Resources Department.

806.4 Leave in an amount of 80 hours or greater

806.4.1 Leave without pay in this range of hours impacts the County's payment of core insurance benefits.

806.4.2 This leave is approved by the Board of County Commissioners.

806.5 Paid leave as applicable must be exhausted prior to use of leave without pay.

806.6 An employee receiving core insurance benefits taking leave without pay must contact the Human Resources Department and make arrangements for payment of his/her portion of benefits for those days on leave without pay in order to keep the benefits activated.

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