

UNPAID LEAVES OF ABSENCE

POLICY: It is the policy of Black Hawk County to grant unpaid leaves of absence to its non-bargaining employees when requests for leave are based upon valid and sufficient reasons satisfactory to the Department Head.

SCOPE: This policy applies to all Black Hawk County non-bargaining employees except for department heads and elected officials and their appointed deputies. Whenever the provisions of this policy are in conflict with federal or state laws or regulations, the provisions of the laws or regulations shall prevail.

PROCEDURE: Upon giving reasons satisfactory to the Department Head, a non-bargaining employee may be granted a leave of absence without pay for a period or periods of time mutually agreeable between the employee and the Department Head. Requests for leave shall be made in writing to the employee's Department Head. Employees must exhaust all applicable accruals of paid leave before unpaid leave will be granted.

RETURN FROM LEAVE: Upon return from an unpaid leave of absence, the employee shall be entitled to his/her former position if such position is vacant, and shall be reinstated at the grade and step occupied at the time he/she began the leave, provided that the employee is physically able to assume all of the essential functions of prior duties. An employee who fails to return from an unpaid leave of absence on the date specified in the request shall be considered to have resigned unless a written request for extension has been submitted by the employee and approved by the Department Head.

ACCRUAL OF BENEFITS: While on an unpaid leave of absence, an employee shall not accrue any paid time off benefits. Employees must pay the COBRA group health and life insurance premium rates once the unpaid leave of absence exceeds thirty (30) calendar days unless the employee is on an approved FMLA leave. Group health and life insurance will be continued by the employer for employees who are on a leave of absence due to a work-related injury or an approved FMLA leave as long as the employee continues to pay his/her active employee monthly contribution rate for such coverage during the leave of absence.