



ADMINISTRATIVE DIRECTIVE

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	EFFECTIVE DATE	
September 1, 2011		

I. PURPOSE

To address the terms and conditions applicable to any approved unpaid leave that is not medical, military or parental leave. It is understood that leaves without pay under this policy will not be granted until the employee has exhausted all accrued Vacation Leave, Personal Leave and Compensatory Time. (See Medical Leaves and Parental Leave 2.01-7D and/or Military Leave 2.01-7G Administrative Directives).

II. POLICY

The City is committed to retaining highly qualified employees in the city service. As such, when shown to benefit the city, employees are allowed to take an unpaid leave of absence in accordance with this directive and remain an employee of the City of Tucson.

III. GENERAL

- A. Departments may place an employee on approved leave without pay (LWOP) or unapproved leave without pay (AWOL) when an employee has an unscheduled absence and has no accrued leave available for use, provided the leave is not due to a medical leave previously approved by Human Resources. (See 2.01-7 Employee Leaves Administrative Directive).
- B. Subject to the approval of the Department Director, with concurrence of the HR Director, permanent employees may be granted leaves of absence without pay when the purpose for the leave can be demonstrated to benefit the city. Such leaves shall not be regarded as an acquired right and shall be granted only when the organization will not be adversely affected. Leaves without pay will be approved only when the employee demonstrates a continuing probability of anticipated return to work, with or without reasonable accommodation under the ADA. (See Reasonable Accommodation of Applicants and Employees with Disabilities 2.05-2 Administrative Directive).
- C. If the leave without pay is for ten (10) days (80 consecutive hours) or less, a leave card shall be prepared and submitted at the end of the pay period(s) to which it pertains.
- D. Leave under this Administrative Directive leaves may be taken for:
 - 1. **Full-Time Employment Outside the City's Service** – Leave for this purpose shall be subject to approval of the Director of Human Resources and shall be denied unless it is clearly demonstrated that the position will be temporary and the experience gained will benefit the city. Duration of the leave is limited to twelve months or one (1) year in any twenty-four (24) month period.
 - 2. **Educational Purposes** – The Maximum duration of an educational leave is twelve months or one (1) year in any twenty-four (24) month period.



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3. **Personal Purposes** – Other leaves without pay, if for the city's benefit, may be taken for up to twelve months or one (1) year in any twenty-four (24) month period.

E. Leaves without pay for more than ten (10) days (80 consecutive hours) will affect an employee's anniversary date, leave accrual and certain premium pay/allowances.

1. The pay anniversary date will be moved forward the number of days the employee was on leave without pay, except for employees on approved FML and Military Leave.

2. Employees shall not accrue Sick Leave, Vacation Leave, or longevity credit, and the date of eligibility for future vacation shall also be moved forward the number of days the employee was on leave without pay, except for employees on approved FML and Military Leave.

3. The following premium pay/allowances will be suspended and/or pro-rated for any leave without pay of ten (10) days (80 consecutive work hours) or more:

- a) Certification Pays
- b) Downtown Parking Allowance
- c) Executive Vehicle Allowance
- d) Joint Coverage/Medical Op-Out
- e) Second Language Pay
- f) Uniform Allowance
- g) Bilingual Pay
- h) Educational Incentive Pay (Fire Inspectors only)
- i) Insurance Allowance for Fire Commissioned personnel (HSKA1)

F. Leaves without pay, when granted in conformance with this directive, do not constitute a break in service and do not affect seniority in class for purposes of the Civil Service Rules. An employee on approved leave without pay remains an employee of the City of Tucson and is entitled to all rights and privileges provided by the Civil Service rules (e.g., seniority rights during layoff). While on leave, the employee must also comply with all city Administrative Directives.

IV. PROCESS TO REQUEST LEAVES WITHOUT PAY FOR MORE THAN TEN (10) DAYS (80 CONSECUTIVE HOURS):

A. Under this policy, requests for leaves without pay for more than ten (10) days (80 consecutive hours) must be made in writing to the Department Director four (4) weeks in advance of the effective date of such leave. In case of emergency, the Department Director may waive the four-week notice period.



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- B. An employee on unpaid leave under this policy is not entitled to leave accrual after ten (10) days of unpaid leave or Military Leave.
- C. If approved by the Department Director, the request will be filed with the Director of Human Resources along with a Personnel Action Request Form (PARF). The PARF must be prepared and submitted as soon as possible, and no later than the beginning of the pay period to which it pertains.
- D. A separate PARF must be submitted before the employee returns to work, or before a leave of absence is extended.
- E. Leaves without pay may be terminated by the employee prior to the expiration date only with the consent of the Department Director and concurrence of the Human Resources Director/designee.
- F. Failure of an employee to report for duty promptly upon expiration of the leave shall result in the employee being considered AWOL, shall be just cause for discharge and the removal of the individual's name from any eligible list(s) on which it may appear.

Appendices None

References (for a complete list of references for the entire AD Leaves series, please see AD 2.01-7)

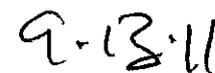
- 2.01-7 Employee Leaves
- 2.01-7C Family and Medical Leave (FML)
- 2.01-7D Medical Leaves and Parental Leave
- 2.01-7G Military Leave
- Employee Benefits Handbook
- Civil Service Rules and Regulations

Review Responsibility and Frequency The Director of Human Resources will review this directive annually, based on date of publication.

Authorized



 City Manager



 Date