

# **MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL**

## **LEAVE WITHOUT PAY**

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| <b>POLICY NO.</b> | 8.12 | <b>EFFECTIVE:</b> | 01/02/2024 |
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- A. The County Administrator may grant leave without pay for an excused absence when the employee does not have sufficient leave credit to cover an absence during a given pay period. The County Administrator shall be notified of all occasions when an employee is in a non-pay status in excess of five workdays. The County Administrator may grant leave without pay to employees for periods beyond five consecutive workdays, subject to the following conditions:
  - 1. Leave without pay shall be granted only when it is in the interests of the County to do so.
  - 2. All annual, sick and compensatory leave balances must be exhausted before leave without pay can be approved.
  - 3. Leave without pay shall not extend beyond 6 months.
  - 4. Such leave does not constitute a break in service but changes the anniversary date if the employee is absent for more than twelve (12) weeks.
- B. At the expiration of leave without pay, the employee shall be reinstated in the position vacated or in any other vacant position in the same class, if possible.
- C. Annual and sick leave credit shall not accrue during leave without pay.
- D. An employee who anticipates being on approved leave without pay for five consecutive days or more shall consult the County Administrator, in advance of the absence when possible.
- E. Failure on the part of the employee to report to work at the expiration of leave without pay may be cause for disciplinary action, up to and including dismissal.
- F. While in a leave without pay status, in order to maintain access to these benefits, the employee must pay the full premium for health insurance, life insurance, and retirement that is ordinarily paid for by the County or benefits will be forfeited. When the employee is once again in a pay status, the County will resume payment of the premiums.