

LEAVE WITHOUT PAY SUMMARY OF REVISIONS

- 11-29-51 In cases of extended sick leave, both sick and annual leave must be exhausted before leave without pay is granted. In other cases where leave without pay is required, annual leave must be exhausted before leave without pay can begin.
- 9-18-53 Maternity Leave policy adopted. Leave is without pay, sick leave may not be used and annual leave must be paid as terminal leave.
- 12-15-69 Leave without pay normally will not exceed one year except that it may be extended when necessary and justified.
- 12-17-70 Maternity leave without pay shall be granted to full-time permanent, probationary or provisional employees. Annual leave must be paid same as terminal leave.
- 6-20-72 Limitation of employment before childbirth is prohibited, each agency responsible for determining how far into pregnancy she may continue to work. Annual leave must be exhausted before going on leave without pay. Accumulated sick leave is provided for actual period of temporary disability. Employee retains benefits. Increment anniversary date delayed one month for each month on leave without pay.
- 1-1-76 Removed mandatory requirement for doctor's certification of disability to make it consistent with sick leave policy, and changes the stated maximum extension of twelve months to an extension based on actual need. Deletes special provision for short periods of LWOP.
- 3-1-78 An employee going on sick leave without pay, military leave without pay, maternity leave, workmen's compensation leave or any other leave without pay, except for vacation purposes, may retain part or all of accumulated leave until the employee returns to work.
- 2-1-81 Adoption leave policy

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LEAVE WITHOUT PAY - SUMMARY OF REVISIONS, Continued

- 6-1-82 Combined maternity leave and adoption leave policies into the general leave without pay policies as parental leave. Provides that an agency must give leave without pay for the time of disability for the natural mother and further provides that an agency may give leave without pay to the father of a natural child or to the parents of an adopted child.
- 11-1-90 Provisions for LWOP - RIF & Policy Making - deleted. No longer needed
- Defined Extended LWOP and Short LWOP. Added provision for deducting employee's pay, if absent without approval.
- 12-1-93 Provision added to cover parental leave for employees who are eligible for FMLA leave.
- Also changed to convert excess vacation to sick leave at end of year.
- 12-1-95 Revised to include provision for parents to use 30 days sick leave for adoption purposes.
- 9-30-02 Added provisions for bonus leave.
- 11-1-09 Corrected an omission on Page 67.
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