

**SUBJECT: THE IMPACT OF ABSENCES ON BENEFIT CONTINUATION/  
PRORATION**

Policy: The City has prescribed, by Ordinance, various leave provisions and benefit entitlements. Further, Madison General Ordinance (M.G.O.) 3.36(5) establishes a policy for granting leaves without pay. It is the policy of the City of Madison to apply these provisions uniformly and equitably.

Background: Generally, full benefit entitlement results from active full-time paid City employment\*, or reflects a proration of benefits consistent with the employee's less than full-time certification (see Administrative Procedure Memorandum 3-7). Unfortunately, there have periodically been conscious efforts to circumvent or misinterpret these well established policies by manipulative administrative practices. These efforts are totally inappropriate and are prohibited.


The following are some examples of prohibited practices:

1. The systematic and incremental approval of paid leave to maintain the "appearance" of active paid employment (e.g., approving one day of vacation per pay period in order to defeat leave approval processes, which in turn serves to inappropriately extend City paid benefits).
2. Approving systematic and incremental AWOP to maintain the "appearance" of full-time status (e.g., an employee in a 100% position who is in AWOP status one day per week over an extended period should be recertified to 80%).
3. Any other manipulation of paid leave or payroll processes to create the "appearance" of an employment status contrary to the essential facts.

Summary: Supervisors and managers are responsible for assuring compliance with applicable Ordinance provisions and should not facilitate or participate in their circumvention through manipulative or misleading administrative practices.

Authority: The Human Resources Director and/or City Comptroller are responsible for providing clarification to supervisors and managers on pertinent Ordinance provisions as may be appropriate, and/or to initiate corrective measures as may be required.

\*Note: M.G.O. 3.36(16) also provides for City participation in health insurance for employees on an approved disability leave.

  
Susan J.M. Bauman  
Mayor

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