

**SUBJECT: LEAVE OF ABSENCE WITHOUT PAY**

Purpose: The purpose of this APM is to clarify the procedures applicable to a leave of absence without pay request, and the prohibition of being absent without being placed on an approved leave.


Background: The City establishes full-time and part-time permanent and limited term positions premised on the needs of the organization. It is assumed that employees holding these positions will maintain adequate attendance. However, it is acknowledged that employees may utilize established and/or accumulated leave balances consistent with the governing policies or standards. Beyond those specific entitlements, employees may request (subject to approval) a leave of absence without pay.

Policy: The Madison General Ordinances and the labor agreements establish various leave entitlements, to include a leave of absence without pay (see M.G.O. 3.32(4)). Every employee holding a permanent or limited-term position **MUST** be either in pay status or on an approved leave. There are no exceptions to this policy.

Procedures:

1. A leave of absence without pay must be requested, and is subject to approval for any time that an employee is not otherwise in certified pay or approved leave status.
2. Department heads may, but are not required to, approve unpaid leave to a cumulative total of up to fifteen (15) working days annually.
3. If an employee is requesting a leave of absence beyond what a department head is authorized to approve, a written request shall be made to the Human Resources Director or designee (who shall authorize or deny said requests as the Mayor's designated representative). Such request must also be approved by the department head.
4. All requests for a leave of absence without pay (except those leaves which would otherwise be covered by the FMLA) must be made on the "Application For Leave of Absence Without Pay" form and the necessary signatures should be secured in order for the leave to be approved, unless the appropriate collective bargaining agreement or memorandum of understanding outlines otherwise. (Madison Metro employees may continue to use the "Metro Transit Application for Leave Without Pay" form.)
5. Any employee who is not in an approved leave status is in non-compliance with their position requirements and may be subject to discipline, up to and including termination.
6. If an employee on probation takes a leave of absence without pay, the employee's probationary period shall be extended by the amount of leave without pay used, to the nearest full day, rounding up. For example, a probationary employee who uses 1.2 days of leave without pay will have her/his probation extended by two (2) full days.

Authority: Each agency shall implement and monitor the application of this policy. The Human Resources Director shall maintain and interpret this policy.

  
Paul R. Soglin  
Mayor

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October 12, 2016

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(Revised 11/7/2008)