



# PERSONAL LEAVE

PM-50-02

## Section: 50-00, LEAVE WITHOUT PAY

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### **PURPOSE & SCOPE**

Employees occupying regular, full-time positions, including those in their initial probationary period, who have completed three (3) months of continuous employment with City of Memphis Government, are eligible to request a leave of absence without pay for personal reasons. Contingent employees are not covered by the provisions of this policy.

### **POLICY**

A personal leave of absence without pay may not exceed 30 calendar days and may be granted only when extraordinary circumstances exist requiring time off from work that exceeds paid leave availability. However, personal leave shall not be granted for reasons of an employee's disability from illness and/or injury. If an employee requests a leave of absence without pay for reasons of personal disability from illness and/or injury, reference corresponding policies listed at the end of this policy.

A leave of absence without pay is an employee's privilege and not an employee's right. Therefore, such leave must be requested by the employee in writing and must include justification for such request. The leave will be granted only upon recommendation of the employee's Service Center Manager and approval by the employee's Division Director and the Director of Human Resources.

The following applies:

- Personal leave of absence without pay may be granted only after all accumulated vacation, bonus days, and any other paid time off due the employee have been exhausted with the exception of sick leave. Previously earned sick leave time will be frozen on the employee's last day on payroll as well as time accrued toward the three-month period for earning a bonus day.
- Leave benefits will not accrue while employees are on leave of absence without pay. Accrual of all leave benefits will resume on the first full day the employee is at work after the leave. In the year following the employee's leave of absence without pay, the employee's vacation will be prorated in accordance with PM-46-02.



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- Employees returning from personal leave of absence without pay within the 30 calendar-day provision will be returned to the position they held when personal leave of absence without pay was granted.
- All matters of pension shall be governed by the rules and regulations of the City of Memphis Retirement System.
- Employees, who take approved leave of absence without pay and who wishes to continue Health Care Plan benefit coverage or life insurance coverage, must contact the City's Benefits' Office, Division of Human Resources, to make necessary financial arrangements in accordance with the guidelines and provisions of the appropriate City of Memphis Insurance Program. These arrangements must be completed before the end of the first pay period that the employee is on leave of absence without pay. If insurance premiums are not timely received by Benefits' Office, Division of Human Resources, insurance coverage will be canceled.

### **REFERENCE CORRESPONDING POLICIES**

- PM-42-05, LONG TERM DISABILITY INCOME PLAN
- PM-42-06, SHORT TERM DISABILITY INCOME PLAN
- PM-46-02, VACATION LEAVE
- PM-46-03, SICK LEAVE
- PM-50-03, EXTENDED ILLNESS LEAVE