

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Authorized Leave
POLICY NUMBER: 218

218.10 With the approval of the General Manager, an employee may request a leave of absence without pay for a period of up to six (6) months.

218.20 Such a leave of absence may be taken in conjunction with, and at the conclusion of, an authorized use of vacation.

218.30 At the conclusion, once the employee who has been authorized leave of absence without pay has used all available vacation and any other accrued leave time, then the continuation of such leave will be without any accrual of pay.

218.40 During the leave of absence the employee does not earn benefits unless the leave is less than fifteen (15) days. The District will reinstate all benefits earned prior to the leave as soon as the employee returns to work. The employee's seniority, merit increase and benefit accrual dates are adjusted by the length of leave if longer than thirty (30) days.

218.50 **Group health plan coverage's will only be maintained by the District, for a maximum of 12 weeks, if the employee qualifies under FMLA/CFRA/Disability leave.**