

XI. LEAVE WITHOUT PAY

11.1 LEAVE WITHOUT PAY REQUESTS FOR THE EQUIVALENT OF TWO WORK WEEKS. Subject to the approval of an employee's Department Head and the Administrator, and based upon a written request by the employee of a compelling reason for the need to take leave without pay, an employee who has used all accrued annual leave may be granted leave without pay, not to exceed the total hours in two work weeks (Eighty (80) hours,) in any calendar year.

11.2 LEAVE WITHOUT PAY REQUESTS FOR THE EQUIVALENT OF MORE THAN TWO WORK WEEKS. Subject to the approval of an employee's Department Head and the Administrator, and under the following conditions, an employee who has used all accrued annual leave may be granted leave without pay exceeding the total of two work weeks in any calendar year as provided above in Section 11.2:

- a. City and Borough's Interest Not Unduly Affected. Such leave shall be considered only when it will not result in undue prejudice to the interest of the City and Borough beyond any benefits to be realized
- b. For Travel or Study. An application for leave without pay for travel or educational study calculated to equip an employee for more effective service to the City and Borough
- c. The Department Head will consider the eventual compensating benefits of such leave to the City and Borough in keeping the position vacant, or filling it temporarily, until the return of the employee.

11.3 HEALTH AND LIFE PREMIUMS. Effective the fourth day of leave without pay, employees using in excess of three days of voluntary leave without pay in a calendar month shall pay, by payroll deduction, the portion of the municipality's share of their health insurance and life insurance premiums attributable to all days without pay, unless otherwise required by State or Federal law. In addition, vacation and sick leave accruals shall be reduced accordingly.