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| <b>Category:</b>   | Compensation and Benefits | <b>INCA Community Services<br/>Personnel Policy</b><br> |
| <b>Sub Category:</b>   | Leave Policies            |  |
| <b>Effective Date:</b>   | 1985                      |  |
| <b>Revised Date:</b>   | 09/2018, 09/2021          |  |
| <b>Forms:</b>  | EWS System                |  |
| Responsible: Supervisor  |                           |  |
| <b>Leave Without Pay</b>   |                           |  |
| <b>Purpose/Introduction</b>  |                           |  |
| Leave represents money for both the agency and the employee and must be stringently controlled. In order to maintain a high state of morale, employees must be authorized leave throughout the year, dependent upon mission requirements and funding.  |                           |  |
| <b>Leave of Absence Without Pay</b>  |                           |  |
| Employees who have utilized all of their leave time or do not qualify to use leave time for the absence presented will be considered leave without pay. Employees who do not have approval for requested leave will be required to use leave without pay if they do not come to work.  |                           |  |
| <b>Such leave may be charged or granted as follows:</b>  |                           |  |
| <ul style="list-style-type: none"><li>• For suspensions administered in accordance with disciplinary action.</li><li>• For temporary or other categories of employees who do not accrue vacation or sick leave under agency policy leave.</li><li>• For employees who require an absence and have utilized all accrued vacation and sick leave, another type of leave is not applicable.</li><li>• For employees who leave request was not approved or taken without following the appropriate process; and interfered with the efficient operation of the agency</li><li>• When an employee is absent from work without authority and has been declared absence without leave (AWOL).</li></ul> |                           |  |
| <b>Requesting Leave Without Pay</b>  |                           |  |
| <ul style="list-style-type: none"><li>• An employee may request a leave of absence without pay in writing to their designated supervisor at least five working days prior to the requested starting date of such leave.</li><li>• The request shall specify the reason for leave, the date of leaving, and the date of return to the job.</li><li>• The request must be approved by the supervisor, program director and sent to the Executive Director for final approval.</li><li>• The Executive Director may grant the request leave, but shall not be required to do so.</li></ul>  |                           |  |
| <b>Abuse of Leave Without Pay</b>  |                           |  |
| <ul style="list-style-type: none"><li>• Twenty hours of leave without pay in a twelve-month period is considered excessive.</li><li>• Designated supervisors may recommend the termination of those employees who</li></ul>  |                           |  |

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| <p>continuously abuse the leave system by exhausting all types of accrued leave and continuously using leave without pay.</p> <ul style="list-style-type: none"> <li>• Failure on the part of an employee to report upon the expiration of a leave of absence will be cause for dismissal.</li> </ul>   |
| <p><b>Holidays, Annual, and Sick Leave</b></p>  |
| <p>Annual, holiday and sick leave benefits shall not accrue during a leave of absence without pay.</p>  |
| <p><b>Absent Without Authorized Leave (AWOL) (<i>Refer to Separation of Employment Policy</i>)</b></p>  |
| <p>An employee is absent from work without proper authority will be subject to the following:</p> <ul style="list-style-type: none"> <li>• The employee will be carried as AWOL and receive no pay for the period of absence. <ul style="list-style-type: none"> <li>○ Employees will be given a written warning if they are absent for 2 days or less without authorized approval.</li> </ul> </li> <li>• An employee who is absent from duty for two consecutive working days without proper notification or proper authorization shall be deemed to have resigned his/her position effective the last moment on the job and will be terminated.</li> <li>• Termination action for AWOL may not be appealed by the employee.</li> </ul>                         |
| <p><b>Tracking Leave Without Pay (<i>See Attendance and Time Policy</i>)</b></p>  |
| <p>The following steps will be used to track leave without pay in the EWS time keeping system.</p> <ul style="list-style-type: none"> <li>• Under your personal account click on action</li> <li>• Choose Leave Entry</li> <li>• Change the leave date to the day you were absent</li> <li>• Change leave code to Sick or Vacation</li> <li>• Do <b>NOT</b> add any hours in the hours section</li> <li>• In the description type the number of hours missed and the reason for leave without pay. <ul style="list-style-type: none"> <li>○ Example: 8 hours - Approved by supervisors</li> <li>○ Example: 8 hours sick leave - FMLA</li> <li>○ Example: 6 hours - pre-scheduled event</li> <li>○ Example: 4 hours - unapproved leave time</li> </ul> </li> </ul> |
| <p><b>Dissemination of Policy</b></p>   |
| <p>The policy will be made available to all employees through the agency's website. The agency will educate and train employees and supervisors regarding the policy and any conduct that could constitute a violation of the policy.</p>   |