

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Employee Benefit Policy
Number: 507
Approved: February 10, 2005, supersedes prior policy
Subject: LEAVES OF ABSENCE

1. **GENERAL RULES:** Employees remain employed by the County while on an approved leave of absence of up to twelve (12) months or less, unless otherwise provided. Leave of absence is without pay unless otherwise specifically provided. Leave of absence is not to be used to obtain or perform other employment. An employee who performs other employment during a leave of absence will be considered a voluntary quit unless such employment is approved in advance by the department head.

2. **FUNERAL LEAVE:** Paid emergency leave for up to three (3) regularly scheduled working days will be available for the death of an employee's immediate family. "Immediate Family" is defined as including the employee's current spouse, child or stepchild, sibling (including step), parent or stepparent, grandparent, grandchild or step-grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law or brother-in-law.

3. **PERSONAL LEAVE OF ABSENCE:** The County, in its sole discretion, may grant an unpaid personal leave of absence for a period typically not to exceed thirty (30) days. Requests for a personal leave of absence should be submitted in writing to the employee's immediate supervisor, stating the reason(s) for the request. An extension of up to an additional thirty (30) days may be requested prior to the end of any approved period. Any request for personal leave must be approved in writing by the department head.

4. **JURY DUTY LEAVE WITH PAY:** Eligible full-time, regular part-time and job-share employees who are assigned jury duty will be granted a paid leave of absence to serve as required up to a maximum of thirty (30) days in a calendar year. Employees shall be expected to be at work for all scheduled hours when not serving as a juror. The County requires the employee to furnish a written statement of their jury duty earnings from the proper court official. When serving on a jury in Allegan County, the employee will be paid their regular rate of pay and the employee must not accept any juror fees or mileage. When serving on a jury out of county, the employee will be paid their regular rate of pay providing any juror fees or mileage received is turned in to the Human Resources Department.

5. **MILITARY LEAVE:** An employee will be granted a military leave of absence for service as required under federal law, for time spent in full-time active or reserve service in the armed forces of the United States. The period of such leave will be determined in accordance with applicable federal laws in effect during the period of the leave. Employees will be entitled to reinstatement from such military leave in accordance with applicable federal laws. The County shall pay one hundred

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percent (100%) of medical/dental/vision insurance premiums for the employee and his/her dependents for a period of thirty (30) days following the date the employee is released from duty. No wages shall be paid.