

City of Saint Paul

Voluntary Leave of Absence without Pay, with Benefits* Policy

** If approved, employee would get the City's contribution toward health insurance, and will accrue vacation and sick leave.*

Voluntary Leave without Pay, with Benefits is a benefit which may be given at management's discretion in Civil Service Rule 19A and in some labor contracts. This provision was adopted as a part of the City's budget reduction effort and was intended to encourage employees to take time off to save the City money on salary expenditures. Voluntary leave of absence should be approved by the Department head only when the leave will result in a direct benefit to the City in salary savings and when the leave will not adversely affect the department's program to any extent. Pursuant to Civil Service Rule 19, it is intended to produce savings, in the form of salary, primarily for the benefit of the City and not for the convenience of the employee.

Administrative Guidelines

The following guidelines apply to this leave:

- Must be pre-approved by the department director, human resources and the Mayor's Office.
- Must be used for budgetary savings for the department to meet stated department saving goals; no money can be spent to replace the employee.
- May be approved for specialized training if the training is related to the employee's current job or a future city promotion.
- Only regular, full time employees are eligible for voluntary leave.
- Must be used for a minimum of 40 consecutive hours.
- May not be used on a regular, permanent basis, e.g., allowing a full-time employee to work part-time hours.
- May not be used in conjunction with military leave.
- May not be used intermittently with vacation, holidays, comp time, sick pay, or leave no pay.
- May not be used to qualify for holiday pay.
- May not be taken back-to-back over two calendar years to extend the time eligibility.
- May not be granted when employment is seasonal, and the employee would normally be reported as on seasonal leave or lay-off.

Voluntary leave with Benefits and FMLA (Family Medical Leave Act)

Please note: FMLA provides for the continuance of the City's contribution toward health insurance for 12 weeks. FMLA does not provide for accrual of vacation and sick leave.

If the reason for the leave falls within the guidelines of the FMLA, Human Resources will notify the employee in writing that the leave will count against his/her annual FMLA entitlement. Any questions regarding who is eligible for FMLA, or what types of leave are covered by FMLA, should be referred to Nance Lee Mosquera in Human Resources/Risk Management at 266-6500.

Revision Dates: June 12, 2002, July 5, 2005, December 23, 2010, August 2, 2013

Request for Voluntary Leave of Absence without Pay, with Benefits*

** If approved, employee would get the City's contribution toward health insurance, and will accrue vacation and sick leave.*

Instructions: Review the Administrative Guidelines (on reverse side) before completing this form.

Job Title: _____
Department: _____ Payroll Center # _____
Division: _____ Bargaining Unit: _____

If approved by the department director for stated budgetary reasons, employees may be granted up to **160** hours of leave without pay with benefits per fiscal year. Employees in AFSCME Clerical, Technical & Legal, M&M, PEA, SPSO may be granted leave up to **480** hours.

I hereby request leave of absence for the following reason:

_____ on the following dates: _____ and total number of hours: _____.

I choose to take this leave _____ without PERA maintenance
_____ with PERA maintenance*

**This option is recommended if you are within 5 years of retirement. The maximum number of hours with PERA maintenance is 208 hours.*

During this period I understand I will remain eligible for City health and welfare benefits as long as I pay my portion of any premiums due. Benefit deductions that would normally be taken from my paycheck will be billed to me on a monthly basis.

ID Print Name Here Sign Name Here Date

I will be filing a Short Term Disability claim: Yes No (select one)

Department rationale and management approval (Director to describe how the department will use the reduction in hours or leave to produce salary savings – Finance will be tracking these savings):

1. Department Director Signature Approval

2. Human Resources Director Signature Approval

3. Mayor's Office Signature Approval

**Send approved copies of this form to HR Central Payroll,
Department Payroll & Human Resources (personnel file).**