

TO: Charles Ozaki, City and County Manager

FROM: (Name, Department)

DATE: (Date)

SUBJECT: Request for Leave Without Pay - < Employee Name >

<Employee Name>, <Title> in the >----< Department >----< Division, is requesting Leave without Pay
(LWOP) following his/her approved leave.</pre>

He/She began his/her eligible leave on >date<, and has exhausted all his/her accrued leave balances as of >date<. He/She would like to take leave without pay until >date< to >explanation<. >Additional explanation if needed<.

LEAVE WITHOUT PAY POLICY:

Subject to the provisions of this policy, leave without pay (LWOP) may be granted to Employees in the following circumstances:

- The Employee is eligible for leave in accordance with FMLA. LWOP is requested for a FMLA qualified event and the appropriate documentation is provided.
- The Employee is not eligible for leave in accordance with the FMLA or USERRA and 1) the Employee's employment and leave records are satisfactory; and 2) the value to the Employer and the serious needs of the Employee are sufficient to offset the cost and administrative inconvenience of granting the LWOP.

LWOP of 40 or fewer hours in a rolling 12-month period is subject to approval by the department head or designee.

LWOP in excess of 40 hours in a rolling 12-month period must be routed through the Human Resources Department and then approved by the City and County Manager.

Maximum Leave Period for a FMLA Qualified Event: LWOP may be granted for a specified period of time not to exceed the number of work hours the Employee would have been scheduled to work for 12-work weeks in a rolling 12-month period.

I recommend that >employee's name< be granted this leave.

The City and County's leave policy allows the City and County Manager to review and consider all requests for LWOP in excess of five working days.

If you concur with the above recommendation, please sign below. Should you have any questions, please contact >name of Human Resources representative assigned to requesting employee< at Extension >xxxx<.

>Employee's Department Head - Name/Title<
>Employee's H R Representative - Name/Title<
Suzanne H. Smith - Director of Human Resource:
Charles Ozaki, City and County Manager