

# Georgia Department of Community Health

<b>Short-Term/Other Leave Without Pay</b>	<b>Policy No. 216</b>
<b>Effective Date:</b> July 17, 2000	<b>Page</b> <u>1</u> <b>of</b> <u>2</u>

**References:** Rules of the State Personnel Board, Rule 18

## **I. Purpose**

The purpose of this policy is to provide guidelines for granting short-term, authorized and unauthorized leave without pay for absences of less than 30 calendar days.

## **II. Scope**

This policy applies to all full-time and part-time classified and unclassified employees eligible to earn and use leave.

## **III. Policy**

A. Employees may be placed on *short-term/other leave without pay* for various reasons. This leave without pay may be either **authorized** or **unauthorized**, as indicated below. Short-term/other leave without pay must not continue for more than 30 calendar days in a continuous period of absence.

B. A *PERSONNEL ACTION REQUEST* Form must be completed and sent to the Office of Human Resources to place an employee on short-term/other leave without pay.

### **C. Authorized Leave Without Pay**

Employees who are absent **with supervisory approval**, but who do not have accrued leave to cover the absence, are to be placed in a non-pay status for the period of absence.

### **D. Unauthorized Leave Without Pay**

Employees who are absent **without supervisory approval** should be placed in a non-pay status instead of allowing them to use accrued leave for the period of absence. Employees absent without approval are subject to disciplinary action, up to and including termination from employment.



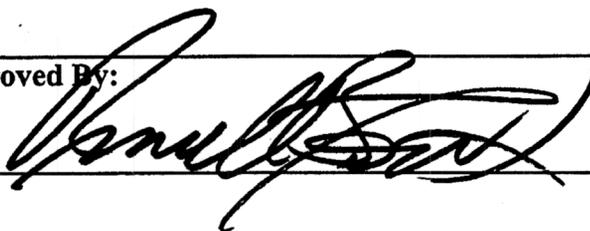
**E. FLSA Exempt Employees**

FLSA exempt employees **can** be placed on short-term/other leave without pay for absences from work as indicated above. Federal law prohibits the placement of FLSA exempt employees in a non-pay status for a period less than a full FLSA work period (i.e., 40 hours) for **disciplinary purposes**.

1. The act of placing an employee on unauthorized leave without pay is not, in and of itself, considered a disciplinary action.
2. Suspensions without pay of FLSA exempt employees for disciplinary purposes must be administered in full FLSA work periods (such as, 40 hours, 80 hours, 120 hours, etc.) and cannot cover parts of two FLSA work periods.

**F. Limitations**

Short-term/other leave without pay combined with regular or contingent leave of absence without pay and/or family leave without pay for a continuous period of absence is limited to 12 months.

Approved By: 	Date: 7-17-00
---	------------------