

ALLEGAN COUNTY EMPLOYEE HANDBOOK

Category: Employee Benefit Policy
Number: 507
Approved: January 1, 2016 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. **BEREAVEMENT LEAVE:** Upon written notification to the Employer, an employee shall be granted paid leave for up to three (3) consecutive regularly scheduled work days within the first thirty (30) calendar days following the death of an employee's immediate family member(s) for the purpose of assisting in the funeral/memorial service arrangements, attending the funeral/memorial service, attending post funeral/memorial service function(s) or arrangement(s), and/or grieving. With the advance approval of the Employer, some or all of these three (3) days may be used in an inconsecutive manner during or after the thirty (30) calendar days following death when unusual circumstances exist.

Upon written notification to the Employer, an employee shall be granted paid leave for one (1) regularly scheduled work day within the first thirty (30) calendar days following the death of an employee's extended family member(s) for the purpose of attending the funeral/memorial service. With the advance approval of the Employer, this day may be used after the thirty (30) calendar days following death when unusual circumstances exist.

Upon written notification to the Employer, an employee shall be permitted to extend their bereavement leave by up to three (3) more consecutive regularly scheduled work days, contiguous to the original leave. The bereavement leave extension shall be charged to the employee's PTO bank. If the employee does not have adequate time available in the PTO bank, the extension shall be considered unpaid leave.

An employee excused from work under the first paragraph of this Section shall, after making notification to the employee's supervisor, receive the amount of straight-time wages (exclusive of shift or any other premiums) that such employee would have earned by working on such scheduled days of work for which such employee was excused.

For purposes of this Section, "immediate family" is defined as the employee's current spouse, child, brother, sister, parent, grandparent or grandchild, including current "step" or "in-law" relations for the same relationships as applicable.

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Extended family” is defined as aunt, uncle, niece, nephew or great-grandparent, including current “step” or “in-law” relations for the same relationships as applicable.

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 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.