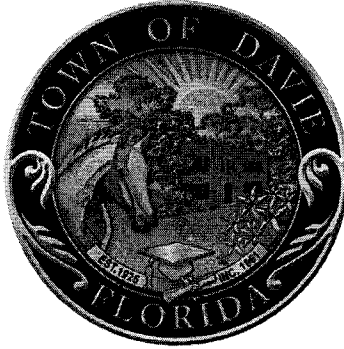


**TOWN OF DAVIE  
HUMAN RESOURCES DEPARTMENT**



**PERSONAL LEAVE  
SOP #23-005**

**September 19, 2012**

**SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL**


This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	February 2012	Human Resources	Initial Release
2	June 20, 2012	Human Resources	Revision

**APPROVALS:**

  
\_\_\_\_\_  
Human Resources Director/Grace Garagozzo

2/5/19  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Town Administrator/Richard J. Lemack

2/7/19  
\_\_\_\_\_  
Date

**1-1. POLICY.**

It is the policy of the Town of Davie to establish procedures on the approval and use of personal leave and to ensure that all eligible employees are treated fairly.

Employees having satisfactorily completed their initial one (1) year probationary period may be granted up to six (6) months of personal leave without pay with approval of their Department Director and the Director of Human Resources.

Personal leave is intended to be used for health, education, pregnancy or extenuating and/or extraordinary personal reasons.

**1-2. SCOPE.**

This operating procedure applies to all employees of the Town of Davie (Town) in the Regular Service.

**1-3. PROCEDURE.**

**a. Eligibility for Personal Leave**

1. Regular employees, having satisfactorily completed the initial one year probationary period, may be granted personal leave without pay.
2. Personal leave may be granted for a period not exceeding six (6) months, provided that the Department Director deems such leave to be justified and not detrimental to the operations of the department.
3. Personal leave, if approved, will run concurrent to any approved FMLA and the total leave shall not exceed six (6) months. In exceptional cases, leave may be extended, upon approval by the Department Director and the Director of Human Resources.
4. Personal leave is intended to be used for health, education, pregnancy or extenuating and/or extraordinary personal reasons.

**b. Request for Personal Leave**

1. Request for personal leave, without pay, shall be submitted in writing on the "Leave Request Form" to the employee's Department Director and approved by the Human Resources Director.
  2. Prior to requesting unpaid personal leave for medical reasons, the employee must utilize any/all accrued sick leave, vacation leave or any other applicable leave.
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c. Benefits while on Personal Leave

1. Group life, health, and dental insurance coverage, for both the employee and dependents, may be continued while on approved personal leave, provided that premiums for coverage (both employee and dependents) are paid and kept current by the employee. Employees may have the right to continue these insurance benefits under the Consolidated Omnibus Budget Reconciliation Act (COBRA) of 1986. Retention of insurance benefits must be made by the employee, through the Human Resources Department.
2. Employees will not receive holiday pay, or earn any accrued leave while on personal leave without pay. In addition, the employee's anniversary date shall be adjusted to account for the duration of the leave.

d. Return to Regular Employment

1. An employee's position will be held only as set forth in the provisions of the FMLA for the first twelve (12) weeks of leave, if the employee qualifies for such leave. Employee's not granted FMLA, or whose FMLA time has expired, will no longer be guaranteed their position, but may return at the discretion of the Department Director if a job is still available.
  2. Employees granted personal leave shall contact their supervisor or Department Director two (2) weeks prior to expiration of granted personal leave in order to facilitate the reinstatement process.
  3. Employees that do not contact their supervisor or Department Director and do not return to work upon expiration of granted personal leave will be considered absent without leave. Absence without leave for three (3) consecutive workdays is considered that the employee has resigned and will be handled as such. Absence without leave for less than three (3) days can be grounds for disciplinary action, in accordance with the discipline policy.
  4. The Town of Davie will make a reasonable effort to return the employee to their former position or a similar position in the same classification in another department, if possible. If no opening exists, the employee may apply for any open posted positions that become available or for which they are qualified.
  5. No leave of absence without pay will be granted to permit an employee to work at another job or conduct a business.
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