

City of Hendersonville

Employee Request for Leave Without Pay

Employee Name: _____ Employee #: _____

Department: _____

Requested Dates and reason for Leave without Pay:

City Manager's Decision: Request Approved Request Denied

If denied reason for denial:

City Manager's Signature: _____ **Date:** _____

The City of Hendersonville's Leave Without Pay policy will be administered in accordance with the City Personnel Policy and allow employees the ability to take a leave of absence in certain instances. All benefits (i.e. Health, Life, Dental, and mandated retirement benefits) will remain in force, however the reduction in pay could affect the pension benefit if the employee anticipates retiring within the next four (4) years. Accruals may stop while on leave without pay status. All deductions previously made by the employee shall continue to be taken out of the employee's check provided there are sufficient funds. In other cases, it shall be the employee's responsibility to make arrangements to pay their portion of benefits or other payroll deductions. Upon returning to duty after being on leave without pay, the employee shall be entitled to return to the same position held at the time leave was granted or to one of like classification, seniority, and pay. There is no break in service. Employees shall retain their anniversary date for merit increases and shall be eligible to see promotions while on unpaid leave. Requests for leave without pay must be submitted two (2) weeks in advance of the desired start date to the Department Head. It is the responsibility of the employee to notify their Department Head of any changes or modifications to the unpaid leave. At the end of the leave period, the employee will be expected to resume their normal duties.

I have read the above outline of the Leave Without Pay and understand and accept the terms and conditions of the policy.

Employee's Signature: _____ **Date:** _____

Department Head Signature: _____ **Date:** _____

Departments Heads forward agreements to Human Resources and Payroll for file.