

DANIEL BOONE REGIONAL LIBRARY

SUBJECT: Leave of Absence without Pay

ADMIN 1-330

BOARD

SECTION: 300 – Employee Benefit Policies

Approved: 08/12/04

Revised: 03/22/12

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POLICY

All approved absences not covered under another leave benefit shall be recorded as a leave of absence without pay and pay will be reduced accordingly, unless such reduction is in conflict with Fair Labor Standards Act (FLSA) provisions covering exempt employees. Benefit eligible employees must have prior approval from their supervisor and the Executive Director to take a leave of absence without pay. Non-benefit eligible employees may take a leave of absence without pay with the prior approval of their supervisor. If the supervisor does not grant a leave of absence without pay and the employee takes off without approval, employment may be terminated. See also the requirements of Policy 1-320 Requests for Leave.

A leave of absence without pay may be approved only after an employee has exhausted all paid time off. Unpaid leave may not be used in place of available accrued leave. If an employee is granted a leave of absence without pay for three or more days, the employer and employee portion of health and dental insurance premiums will be prorated and deducted on the following paycheck, unless otherwise provided under Policy 1-340 Family and Medical Leave of Absence (FMLA) or such deduction is in conflict with FLSA provisions covering exempt employees.

Notwithstanding the foregoing, to the extent any provision of this Policy conflicts with Policy 1-340 FMLA, the FMLA Policy shall control.