



CITY OF HENDERSONVILLE

Policy Number: *****

Adopted by
Resolution
Number: NA

Policy Name: Voluntary Unpaid Leave Policy

Date Adopted by
City Manager: May 15, 2015

I. Repeal of Voluntary Unpaid Leave Policy Dated February 19, 2009.

To the extent the City Manager's Voluntary Unpaid Leave Policy Dated February 19, 2009 may still be in effect, is hereby canceled. The policy may have lapsed by its own terms in July of 2009, but to the extent that it may have survived that date it is no longer in effect.

II. Management Standards for Granting of Leave Without Pay Pursuant to City of Hendersonville Personnel Policy Article VII Section 20.

The employee leave without pay policy will be administered in accordance with the City Personnel Policy as it may be in effect from time to time. The leave without pay policy will be administered if possible with the needs of the employee in mind, but always in an effort not to impair City functions.

The determination whether to grant unpaid leave shall primarily depend on considerations of timely, efficient and cost-effective operation of City functions. Among other criteria the City Manager and, where appropriate, department heads shall consider the following:

1. Likelihood of employee returning to full employment within 90 days.
2. Performance history of requesting employee
3. Employee historical vacation and sick leave utilization. (Has the employee abused the vacation and sick leave benefits in the past?)
4. Will the leave without pay allow the employee to reach some career or benefit milestone? (Retirement, Medicare, Social Security, etc.)

The City Manager will make the final decision respecting all leave without pay, receiving advice where appropriate from department heads.

This management policy shall be construed wherever possible in harmony with the City Personnel Policy. In the event of a conflict between this document and the Personnel Policy, the Personnel Policy shall prevail.



John F. Connet, City Manager

5-15-15
Date