

**MONTGOMERY COUNTY, TEXAS
EMPLOYEE POLICY MANUAL
4. BENEFITS AND LEAVE**

4.13 UNPAID LEAVE

- PURPOSE** 4.13-1 An unpaid leave of absence for personal reasons may be granted under certain conditions. The amount of time granted for such leave shall be determined by the individual circumstances requiring the absence, the employee's length of service, the demands of the department, and any other factors the elected official or department head feels are relevant. In all cases, the department must consent to the leave, or it will not be granted.
- RESTRICTIONS** 4.13-2 Any employee who requests and obtains leave under false pretenses or uses said leave for any purpose other than that stated is subject to disciplinary action, up to and including discharge. Additionally, before an employee takes an unpaid leave, all eligible accrued leave balances must have been used.
- NECESSARY PAPERWORK** 4.13-3 An unpaid leave of absence longer than one pay period (14 calendar days) must be approved by Commissioners Court: The elected official or department head will submit a Payroll Change Request Form to the Budget Office for processing. Once the leave has been approved, the employee's absence should be reflected on the payroll authorization sheet submitted to the County Treasurer's Office using payroll code 097. Absences of 14 days or less must be reflected on the payroll authorization sheet with payroll code 099, however they do not require the submission of a Payroll Change Request Form or the approval of Commissioners Court.
- BENEFITS ACCRUAL** 4.13-4 Employees do not accrue vacation, sick leave, or personal leave unless they are on a paid status for at least 40 hours during a pay period.
- CONTINUATION OF MEDICAL BENEFITS** 4.13-5 An employee on an unpaid leave of absence of 15 days or more, unless the absence is covered under the Family and Medical Leave Act, is responsible for payment for medical and life insurance benefits as well as any additional premiums for dependents and/or supplemental coverage. Failure to submit payment in a timely manner may result in loss of coverage.
- EXCLUSIONS** 4.13-6 This policy does not apply to unpaid leave required by the Family and Medical Leave Act, additional disability leave granted under the County's Family Leave Policy, military leave, or qualified workers' compensation leave.
- MAXIMUM LENGTH OF LEAVE** 4.13-7 The maximum length of time a position will be held open under this policy is 12 weeks. After that period of time employment will be terminated.