

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**UNPAID LEAVE OF ABSENCE**

**SECTION 4.10  
PAGE 1 OF 2**

- A. A SCAA or designee may grant an unpaid leave of absence to employees. Such leave may be approved only upon receipt of a written "Request For Leave Form." Such requests must be received at least thirty (30) days prior to the date the employee requests to take such leave. In case of an emergency leave request, advance notice may be waived by the SCAA.
- B. The authorization of an unpaid leave of absence, other than mandated Family and Medical Leave, is a matter of discretion of the SCAA. Such leave may be extended for a period of up to six (6) months for valid personal reasons presented by the employee and may not be renewed or extended beyond six (6) months. Such leaves may be granted for a maximum period to two (2) years if taken for the purpose of education, training, or specialized experience which may benefit the County or for voluntary service in any governmentally sponsored program of public betterment. The authorization of an unpaid leave of absence to seek other employment is not an acceptable use of such leave.
- C. The SCAA will consider the recommendation of the employee's department head and/or supervisor to either approve or disapprove an unpaid leave of absence request. The reasons for disapproval may include, but are not limited to, failure to provide a valid reason for the requested leave and any negative impact the leave may have upon the staffing needs of the department or office.
- D. All leaves of absence by employees in the classified civil service which extend for one (1) pay period or longer shall be reported to the D.A.S. on a personnel action form or by letter. A classified employee's return to duty must also be reported to D.A.S. in the same manner.

**SANDUSKY COUNTY  
PERSONNEL POLICY AND PROCEDURE MANUAL**

**UNPAID LEAVE OF ABSENCE**

**SECTION 4.10  
PAGE 2 OF 2**

- E. Employees in the classified civil service shall be returned to the same or similar position in the employee's last job classification.
  
- F. The return of employees in the unclassified service following a leave of absence is solely at the discretion of the SCAA.
  
- G. An employee may be returned to active pay status prior to the originally scheduled expiration of the leave of absence if such early return is requested by the employee and approved by the SCAA.
  
- H. Failure of an employee to return within three (3) working days of the scheduled end of a leave of absence for any reason shall be cause for disciplinary action up to and including termination. Leave time not used for the stated purpose as approved by the SCAA may result in cancellation of the leave and an order to return to work being issued and/or disciplinary action being taken.
  
- I. An employee on an authorized unpaid leave of absence shall not earn sick leave or vacation leave credit. An authorized unpaid leave of absence shall not count as a break in service and such employee shall accrue service time for seniority purposes.