



Approved by Les White
City Manager

Subject: Intermittent Leave of Absence without Pay/Reduced Work Schedule

Purpose:

Clarify the interpretation of Personnel Rule 25 – Leave of Absence Without Pay (Other than Family Medical Leave). The Rule does not explicitly permit or deny the ability to grant an intermittent leave of absence or reduced work schedule.

Policy:

An employee may request an intermittent leave of absence or reduced work schedule under Personnel Rule 25 – Leave of Absence Without Pay (Other than Family Medical Leave). This interpretation is consistent with both the federal Family Medical Leave Act (FMLA) and state California Family Rights Act (CFRA). Those laws are specific in providing employees with the right to request leave on an intermittent basis and to request reduced work schedules. In addition, Personnel Rule 27 – Family Medical Leave also allows for intermittent leave and reduced work schedules, in accordance with the federal and state laws.

An intermittent leave or reduced work schedule granted under Personnel Rule 25 shall not exceed six (6) calendar months in duration. This intermittent leave or reduced work schedule is available in addition to that provided under the FMLA/CFRA.

Employees will receive benefits if in a paid status of at least fifty percent (50%) and in accordance with the applicable Memorandum of Understanding provisions for less than full-time employees.

Procedures:

1. Employees are to provide their Department Director with a written request for intermittent leave or reduced work schedule, including the reason for the request and the requested duration.
2. Requests in excess of thirty-one (31) calendar days must be forwarded to the City Manager for approval.
3. A Personnel Action Form must be completed indicating the employee's status during the leave/reduced schedule period.
4. A Personnel Action Form must be completed to return the employee to full-time status at the completion of the authorized leave/reduced schedule period.