

COUNTY OF WASHINGTON Pennsylvania	Leave of Absence	PAGE: 1 of 3
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POLICY

This policy statement is being issued to establish guidelines for an unpaid leave of absence for Washington County Employees. This policy is to be used in conjunction with current County policies and collective bargaining agreements.

This Leave of Absence policy is not intended to conflict with any rights an employee may have under the Family and Medical Leave Act of 1993 (FMLA).

SCOPE

This policy applies to all full time employees of the County, unless it conflicts with the provisions of any applicable law, statute or collective bargaining agreement. In the event of such a conflict, the terms of the law, statute or collective bargaining agreement shall prevail.

PROCEDURE

Employees may be eligible for this type of leave under the following circumstances:

1. An employee must be continuously employed in a full time capacity for at least six (6) months.
2. An employee must submit a written request and obtain approval from their Department Head for an unpaid leave of absence at least two (2) weeks in advance, unless the request is deemed to be an emergency situation.
3. The written request and approval must then be submitted to the Human Resources Department to be processed.
4. The Human Resources Department will submit the employee's request and Department Head's approval to the Board of Commissioners for final approval. Should the Board of Commissioners authorize approval, the Human Resources Department will notify the employee and their Department Head.
5. An employee must be in compensable status for at least 11 days in the month to obtain benefit continuation.

Interpretation and Administration

The Human Resources Department is responsible for the overall implementation and administration of this policy under the guidance of the County Solicitor.

The Board of Commissioners is responsible for the ultimate authorization and control of this policy.

ADOPTED this 7th day of June, 2007, per minute 816.

COUNTY OF WASHINGTON



Larry Maggi, Commissioner



Bracken Burns, Commissioner

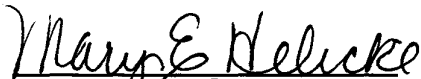
Co-Chairmen



Diana L. Irey, Commissioner

ATTEST:

Approved as to Form and

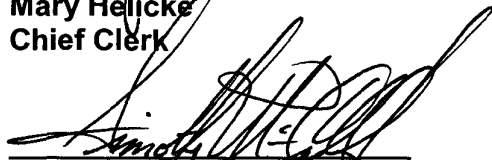


Mary Helicke
Chief Clerk

Legality:



Lynn DeHaven
Solicitor



Timothy McCullough
Director of Human Resources

per minute # 816
dated 6-7-07