

MONTANA STATE LIBRARY COMMISSION
LEAVE OF ABSENCE WITHOUT PAY POLICY DRAFT
TO SUPPLEMENT STATE POLICY 3-0330 (5/27/94)

This Montana State Library Commission policy is to supplement State Policy 3-0330, effective 5/27/94. The intent is to clarify and expand those areas that are left to agency discretion in the state policy.

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All requests for leave of absence without pay shall be submitted to an employee's division manager with an explanation for the request. The division manager will then submit the request, with a recommendation to approve or disapprove, to the State Librarian (or designee). Final approval on any request for leave of absence without pay is made by the State Librarian or designee.

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A new employee who has not served the respective qualifying periods for use of annual leave and sick leave will be in a leave without pay status when absent due to illness or emergency. Use of leave without pay during this period for absences other than sick leave or emergencies is discouraged, but will be considered by the state librarian on a case-by-case basis.

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Any employee who has served the qualifying periods for use of annual leave and sick leave should use accrued hours for annual leave, sick leave, or compensatory time before a request is approved for leave of absence without pay. The use of leave without pay for any period of less than one week is discouraged, but will be considered by the state librarian on a case-by-case basis.

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Any long-term requests for leave of absence without pay shall be discussed and documented with the division manager and the State Librarian (or designee). Reinstatement rights, date of the employee's return to work, and method of employee payment of insurance premiums shall be established. If the employee does not return to work on the agreed date, or notify the agency and receive the State Librarian's advance approval of an alternative date, the employee may be terminated.

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