

MONTANA STATE LIBRARY COMMISSION
LEAVE OF ABSENCE WITHOUT PAY POLICY
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 which are left to agency discretion in the state policy.

All requests for leave of absence without pay shall be submitted to an employee's program manager ~~on either the "Employee Time Record, PD-a" or the "Employee Request: For Leave of Absence/To Work Compensatory Time, PD-a."~~ An explanation for the request shall be written on the form or attached to the form with an explanation for the request. The program 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.

Any 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 for sick leave. Use of leave without pay during this period for absences other than sick leave or emergencies is discouraged.

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 agency does not encourage leave without pay for any period of less than one week.

Any long-term requests for leave of absence without pay shall be discussed and documented with the program manager and the State Librarian (or designee). Reinstatement rights and method of self-payment of insurance premiums shall be established. Date of the employee's return to work shall be established in advance. 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.