



**CITY OF MARSHFIELD, WISCONSIN
POLICIES AND PROCEDURES**

- | | |
|-------------------|-------------------------|
| 1. COMMON COUNCIL | 4. FINANCIAL |
| 2. ADMINISTRATIVE | 5. PUBLIC WORKS |
| 3. PERSONNEL | 6. PARKS AND RECREATION |

CHAPTER: Employee Benefits

SUBJECT: Leave of Absence (General, Military, Educational)

POLICY NUMBER: 3.545

APPROVAL DATE: June 28, 1983

REVISION DATE: February 8, 2011

DEPARTMENTS OF PRIMARY RESPONSIBILITY: City Administrator's Office

APPROVED:

ALL REVISIONS ARE MARKED BY AN ASTERISK (*)

***Special Notes: This policy/procedure manual does not in any way constitute an employment contract and the City of Marshfield reserves the right to amend this manual at any time subject only to approval by the Common Council.**

(A) Policy: Leave of Absence Without Pay (Chap. 3.26)

- 1. General.** Any employee may be granted a leave of absence by their Department/Division Head, without pay, not to exceed 4 workweeks. Such leave of absence will not be granted except upon written request and for reasons deemed satisfactory to the Department/Division Head. All requests for leaves of absence greater than 4 workweeks shall be sent to the Human Resources office for review and recommendation to the Finance, Budget and Personnel Committee.
- 2. Educational Leave Without Pay.** Permanent employees interested in further professional training may, with the consent of the department head and the Finance, Budget and Personnel Committee, obtain an educational leave. Such leave is without pay. A single leave may not be for more than 12 months.

3. **Guard, Military Reservists or NDMS Training Leave.** Leave of absence shall be granted for absences because of National Guard, military reserve or National Disaster Medical System (NDMS) training. Written documentation, as proof, must be filed with the City Human Resources office for personnel file – no approval needed. *It is intended that this be done without financial penalty to the regular full-time permanent employee. The City will, therefore, pay such employee for base wages lost in an amount equaling the difference between his/her National Guard, military reserve or NDMS base pay and his/her normal City base wage, providing the City wages are greater, up to two weeks in any calendar year.
4. **Active Duty.** In the event of a national or state emergency, employees may take an extended military leave of absence without pay, if ordered to active duty. Any employee who is drafted or called to active military, Guard or NDMS service shall be re-employed upon their discharge, in accordance with law. The time limits for returning to work after military leave of absence depend on the duration of the orders. Service of 1 to 30 days: the beginning of the first regularly scheduled work day or 8 hours after the end of the military duty, plus reasonable commuting time from the military duty station to home. Service of 31 to 180 days: application for reinstatement must be submitted not later than 14 days after completion of military duty. Service of 181 or more days: application for reinstatement must be submitted not later than 90 days after completion of military duty.

(B) **Benefits During Leave of Absence:**

All benefits, except contributions to the Wisconsin Retirement System, social security and the workmen's compensation fund, will continue to accrue for any leaves which are less than 4 weeks long. In any leaves of absence greater than 4 weeks long employees will not continue to accrue benefits while on said leave. Any employee who is currently enrolled on the health insurance plan when taking a leave of absence will be offered COBRA coverage up to 18 months for leaves greater than 4 weeks.

Military Reservists, Guard and NDMS Exception: For absence of less than 30 days, benefits continue as if the employee has not been absent. For absence of 31 days or more, employee's who are currently enrolled on the health and dental insurance plan when taking a leave of absence will be offered COBRA coverage up to 24 months. The Finance Department will invoice the employee quarterly for these premium(s). If an employee chooses not to continue the health and/or dental insurance, the health and/or dental insurance must be reinstated the day an employee is reinstated with no waiting period

An employee must be considered not to have been absent from the workplace if the only reason for that absence was service in a uniformed service. A returning employee must be made “whole” by being reinstated with privileges and status the employee earned by length of service (for example, after 3 years with a company an employee may be entitled to accrue more vacation per year).

(C) **Procedure:**

1. Submit a leave of absence request, with an explanation for the desired leave of absence to the appropriate Department/Division Head. If a leave of absence is greater than 4 workweeks the Department/Division Head will forward the request to Human Resources for consideration by the Finance, Budget and Personnel Committee.
* Military Reserve, Guard or NDMS Training – The employee is required to turn in a copy of his/her military reservists, Guard or NDMS pay vouchers upon return to work or as soon as practicable in order to receive the difference in pay between City base wages and military base pay unless the military base pay is greater.
2. If requested leave is granted, report days absent on approved attendance reporting forms.

LEAVE OF ABSENCE REQUEST

Name:	Position:
Leave of Absence Date/s Requested:	Reason for Leave:
Employee's Signature	Date:
Supervisor's Signature	Date: