



## Personnel Policies

CITY OF WESLACO,  
TEXAS

### LEAVE OF ABSENCE WITHOUT PAY

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Page:	1 of 1

There may be a time during your employment when you and your immediate supervisor consider that your best interests or those of the City would be served if you were to be granted a leave of absence without pay.

All employees who have been employed by the City for one full year are authorized to request a leave without pay. Employees desiring a leave of absence must submit a written request to their Department Head as far in advance as possible

With the interest of the City being given first consideration and for good cause, your Department Head, with the approval of the City Manager, may grant leaves of absence without pay for a specific period to be fixed at the time the leave is granted. All accrued paid vacation leave shall be exhausted prior to taking personal leave. Failure to return to work at the end of the leave will result in termination of employment.

Before beginning leave without pay, employees must make arrangements with the Human Resources Director if they desire to continue group insurance coverage. Insurance coverage will continue until next scheduled pay period for both employee and family coverage. Prior to that time, the employee will be notified that a leave of absence without pay is a "qualifying event" under COBRA. The employee is required to make payment to keep both employee and family insurance in force. Failure to remit timely payment will result in loss of both employee and family health insurance coverage.

- Life Insurance will be suspended until employee returns to work full-time.
- Retirement will be suspended until employee returns to work full-time.
- Neither paid vacation leave nor sick leave accrues during an unpaid leave of absence.
- Holiday pay will be suspended until employee returns to work full-time.