

Leave Benefits – Without Pay

Policy Number: 190

Cottonwood County recognizes that occasionally it may be necessary or desirable for full and regular part-time employees to apply for a personal leave of absence with regard to personal situations in which an employee cannot justifiably continue working.

Requests for leaves of absence for purposes other than those expressly set forth in other sections of this policy shall be documented and submitted to the Department Head who, in turn, shall refer all such requests to the County Board for final approval. The County Board has the discretion to grant or deny such leave, as it sees fit.

It is specifically understood that these requests will be granted without pay, and will be for a period of time not to exceed six months.

During a personal leave of absence, no vacation leave or sick leave shall accumulate, but Cottonwood County paid employee insurances will continue for the duration of the leave.