

POLICY # N4-8.1

**LEAVE OF ABSENCE
NON-UNION EMPLOYEES**

A non-union employee may apply for a leave of absence without pay. The application must be approved by both the supervisory authority and the Personnel Director and will be granted only under extenuating circumstances. If a leave of absence is granted, no provision of this plan will apply and seniority, sick leave and annual vacation leave will not accrue during this absence. An employee on a leave of absence may remain covered by the town's group insurance plan if he/she pays 100% of the monthly premium.

Personnel Board Approved: September 5, 2000