



# Cochise County Board of Supervisors

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**Policy Title: Leave of Absence Without Pay**

**Policy Number: 2236**

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**Effective:** August 8, 2023

**Scope/Coverage:** All county employees

**Policy Contact:** Director of Human Resources

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## I. Contents and Purpose

Leave of absence without pay may be provided to full-time or part-time employees when they have exhausted all accrued personal leave and sick leave. Leave of absence without pay is inconsistent with the general needs and requirements of the County and shall be granted only in situations which are in the best interests of the County. A leave of absence without pay shall not exceed six (6) months.

## II. Request for Leave of Absence Without Pay

- A. A request for a leave of absence without pay must be approved, in writing, by the Appointing Authority.
  1. All available leave shall be used prior to incurring any leave without pay.
  2. Permission to take leave of absence without pay may be denied, at the discretion of the Appointing Authority. The denial of any such request shall not be subject to grievance or appeal.
  3. Any request of more than two (2) pay periods shall require the approval of the County Administrator or Deputy County Administrator in addition to the Appointing Authority.
  4. Temporary employees are not eligible for a leave of absence without pay.

## III. Working Prohibited During a Leave of Absence Without Pay

An employee on an approved Leave of Absence Without Pay shall not perform the duties associated with their full-time employment. This restriction applies to both exempt and non-exempt employees.

## IV. Benefits During Leave of Absence Without Pay

A benefits eligible employee who is granted a leave of absence without pay shall continue to be eligible for dental, health, vision, and voluntary life insurance for a period of up to six (6) months. The employee shall be required to pay the County directly for the full costs, both the employee



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and employer portions, of any insurance coverage during this period. The only exception to this requirement is during an approved FMLA leave, the county continues to cover the employer cost.

1. An employee shall not be eligible to make contributions to a Flexible Spending Account (FSA), Health Savings Account (HSA) or a Nationwide Retirement Account during the period of any such approved leave.
2. Employees and their household members are eligible for Employee Assistance Program (EAP) benefits while on a leave of absence without pay.
3. An employee who is granted a leave of absence without pay is not eligible to accrue personal leave or sick leave until returning to a paid status.