

ADDENDUM **XX** OF THE EMPLOYEE HANDBOOK OF REGULATIONS

1-50-08X. ABSENT NO PAY

Benefit Eligible Employees are eligible to request Absent No Pay leave for unforeseen or limited incidents that require a short-term absence from work.

A. ELIGIBILITY

1. Benefit Eligible Employees may use no more than three (3) Working Days of Absent No Pay leave per month.
2. All of the employee's appropriate accrued leave must be exhausted before Absent No Pay leave can be used.
3. The employee's supervisor may approve this type of leave and communicate the appropriate hour codes to Payroll. A supervisor may deny this leave type and is not required to approve Absent No Pay leave.
4. For any unpaid absences from work that will exceed three (3) Working Days in one month, Leave Without Pay must be requested and be approved for the employee's absence. Any unauthorized absence will be deemed Unauthorized Leave Without Pay. See section 1-50-090, Unauthorized Leave Without Pay.

(Ord. No. 2025-XX)