

County of Cumberland Board of Chosen Freeholders	Policy Number: 2.08	Pages: 1 of 2
Chapter: Employee Benefits		Effective Date: August, 1993
Subject: Leave of Absence Without Pay		

I. POLICY:

Pursuant to N.J.A.C. 4A:6-1-1(a), Cumberland County Government shall provide for a leave of absence without pay program for a period not to exceed one year.

II. DEFINITIONS: NONE

III. PROCEDURE:

A. A permanent employee may apply for a leave of absence without pay when:

1. Mentally or physically incapacitated and unable to perform duties.
2. There is a desire to engage in a course of study that will increase his/her skills within the department.
3. The department head and the appointing authority consider the reason to be valid.

B. Leaves of absences may be granted for a period of time not to exceed six (6) months which may be extended an additional six (6) months with the approval of the department head and the appointing authority.

C. Employees shall submit a written request for a leave of absence without pay to the department head stating:

1. The reason for the request
2. The date leave would start and end should it be approved

D. If the leave is approved, department heads shall forward a CAMPS form indicating action to be taken, with a copy of the employees leave of absence request to the County Department of Personnel & Human Resources.

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- E. Benefits determined by length of service shall not accrue during the unpaid leave of absence except during a military leave of absence.
- F. A leave of absence without pay shall not disqualify an applicant for a promotional examination.
- G. Employees returning from a leave of absence without pay shall report to the County Personnel Office to sign required paperwork. Employees who do not report to the Personnel Office prior to Monday of a non-pay week will not receive a paycheck the following week.