

Voluntary Budgetary Leave Guidelines

What is a Budgetary Leave?

Budgetary leave is a voluntary unpaid leave of absence for the purpose of reducing the department's operating budget. Budgetary leave can be taken in accordance with applicable labor agreements or Civil Service Rules. An employee's request for budgetary leave is subject to approval by the department head or designee. Employees granted budgetary leave will be credited with seniority, vacation, sick leave and other benefits during their leave as if they had actually worked while on leave.

Budgetary Leave is governed by:

1. Labor Agreements
2. Civil Service Rule 14.05 Budgetary Leave

Employee Eligibility or Limitations:

1. All regular employees, including probationary employees, are eligible for budgetary leave.
2. Departments are prohibited from replacing the employee while on budgetary leave.
3. Budgetary leave is strictly voluntary.
4. Department are not obligated to grant budgetary leave.
5. Based on department needs and scheduling requirements, employees and managers/supervisors will mutually determine the amount of reduced work time to be arranged.
6. Once approved, the budgetary leave can ONLY be modified or rescinded with the written approval of the department head or designee.
7. Employees should check their labor agreements if they have contract-related questions regarding budgetary leave.

Benefits during Budgetary Leave:

1. Employees must continue to pay their share of the premiums for health care and supplemental life insurance while they are on budgetary leaves.
2. The City continues to pay its portion of medical, dental & basic life insurance premiums.
3. While on budgetary leave employee continues to earn seniority.
4. While on budgetary leave employee continues to earn vacation and sick leave accruals.
5. Budgetary leave can affect your PERA benefits. Employees should check with [PERA](#) for details.

General Guidelines:

1. Employees are responsible for initiating budgetary leave requests.
2. The minimum amount of leave that can be requested by non-exempt employees is one-hour.
3. The minimum amount of leave that can be requested by exempt employees is one-day.
4. Budgetary Leave does not supersede other qualifying leaves. Leave of absence for medical reasons may not be changed or classified as budgetary leave.
5. No wage or salary is paid to the employee who is on budgetary leave, except as provided in a labor agreement.
6. The department should be cautious in granting budgetary leave to a probationary employee and should consider a probation extension if a budgetary leave is granted.

Procedures for Requests and Required Documentation:

1. The employee must complete and sign a Request for Leave of Absence Form. The employee must be specific on the date(s) of requested budgetary leave.
2. Completed forms must be submitted to the employee's manager or supervisor for initial review.
REMINDER: The department head or designee must approve all requests for budgetary leave.
3. Employees will be notified of final approval or denial of their budgetary leave requests.
4. Employees are responsible for reporting budgetary leave time on their timesheets.