

Leave of Absence Without Pay Request

Date received by supervisor



Employee

- Submit this form to your supervisor to request a leave: 1) that begins and ends as unpaid leave, 2) that begins as paid leave but ends as unpaid leave or 3) for a health condition that doesn't qualify as FMLA/KCFML (family-medical leave).
- Complete all information and submit for approval. Your supervisor will submit for additional approval as needed.
- Questions? See page 2 of this form, refer to your labor agreement and personnel guidelines or talk to your supervisor.

Name _____ Home phone (_____) _____

PeopleSoft Employee ID _____ Contact phone (_____) _____

Home address _____

Job title _____ Work site/mail stop _____

Benefit eligible: Yes No Union _____ Paid: 5th & 20th ea month Every other Thurs

If your spouse/domestic partner works for King County, provide his/her name (it can affect your benefit coverage during leave) _____

Purpose of leave of absence without pay (LWOP) _____

Date last day worked before leave begins _____ Date you anticipate returning to work _____

If your LWOP begins on paid leave but ends on unpaid leave, what paid leave is being used in conjunction with this LWOP?

Sick leave Vacation leave Other (specify) _____

I've read and understand my responsibilities for requesting this leave; I've submitted this form for appropriate signature and approval. The information I've provided is true, correct and complete; I understand the willful falsification of any information I've provided may lead to disciplinary action up to and including discharge from employment. I will notify my supervisor/appointing authority if and when there are changes to the circumstances of my leave.

Employee signature _____ Date _____

Supervisor

- If leave is less than 30 days, secure approval from the appointing authority (if that's not you).
- If leave is more than 30 days, secure approval from the appointing authority and the Human Resources Director.
- If LWOP is approved, provide signed original to employee and forward copy to your payroll/human resources representative.
- You must also notify your payroll/human resources representative when employee returns to work.

Sick leave: Approved Not approved
Vacation leave: Approved Not approved
Other (specified above): Approved Not approved

Supervisor signature _____ Date _____

Printed name _____ Work Phone _____

Department _____ Division _____

Appointing authority _____ Date _____

Human Resources Director _____ Date _____

Payroll/Human Resources Representative

- Complete all information below and forward a copy of this form to Benefits and Retirement Operations at EXC-ES-0300. This ensures employee is notified of the option to self-pay to continue benefit coverage when employee goes on unpaid status.
- You must also notify Benefits and Retirement Operations when employee returns to work/paid status; call 206-684-1556, fax 206-684-1925 or e-mail kc.benefits@metrokc.gov.

Date employee goes on unpaid status _____

Payroll/HR rep signature _____ Date _____

Printed name _____ Work Phone _____

Guidelines for Leave of Absence Without Pay

- If you're eligible for other leave, you're eligible to take a leave of absence without pay in accordance with your department policy (for instance, to complete educational programs). A leave of absence without pay:
 - Up to 30 days must be authorized in writing by your supervisor and appointing authority (your appointing authority is the person with hiring authority for your work group; your supervisor and appointing authority may be the same person)
 - From 31 days to a year requires additional authorization by the Human Resources Director (the leave may not exceed one year unless special circumstances apply and the director grants the extension)
 - Taken in conjunction with a workers' compensation claim requires no authorization.
- You may combine a leave of absence without pay with paid leave. When you do, you must use your paid leave before you go on unpaid status.
- When you go on unpaid status, your sick leave, vacation leave and other benefit accruals stop (except as provided under family-medical leave), and gaps in your county employment occur that may extend your probationary period (if you're on probation when you take the leave) and affect your seniority, retirement service credit, etc. For details, talk to your human resources and union representatives.
- If your unpaid leave is 30 days or less, any county-paid benefit coverage you receive continues uninterrupted. If your unpaid leave is 31 days or more, any county-paid benefit coverage ends the last day of the month you work before the leave begins. Benefits and Retirement Operations contacts you regarding arrangements for paying to continue benefit coverage when it receives a copy of your approved leave of absence without pay request and you go on unpaid status.
- You may return to work from a leave of absence without pay before your leave expires if you submit a written request to your appointing authority at least 15 days before the expiration date. If you take leave to recover your health, your appointing authority may require you to submit a physician's statement concerning your ability to resume duties before you return to work.
- The Human Resources Director may revoke your leave of absence without pay if your appointing authority provides evidence that it was granted and approved under false pretenses, or the need for your leave has ceased to exist. If you don't return from a leave of absence without pay when your leave expires, you're automatically terminated from county service.
- For more information, refer to King County Code 3.12.250 and the Personnel Guidelines.