

**LEAVE WITHOUT PAY (LWOP)**

**Purpose**

Leave of absence without pay may be granted to an employee for compelling personal reasons or continuing education.

**Process**

Based upon the employee's Department Head's recommendation, the Chairperson of the Rockdale County Board of Commissioners or the appropriate Elected Official, an employee can be granted LWOP.

LWOP would be for a period normally not to exceed six (6) consecutive months. No accrual of PTO is allowed for an employee who is on LWOP. However, health, life, and disability benefits may be continued. Any premium(s) due during the LWOP must be paid by the employee. Arrangements may be made with the Human Resources Department for monthly payments during leave. However, Rockdale County may recover from an employee health coverage premiums paid during LWOP for such an employee who fails to return to work.

Consideration may be granted for an employee's request for one (1) additional period of LWOP of not to exceed six (6) months by the Chairperson for compelling personal reasons related to a disabling health condition or injury. In such cases, there should be a reasonable expectation that the employee will be able to return to duty following the second subsequent period. The needs of the County will be the controlling factor in all considerations relating to approval or disapproval of LWOP.

If the employee does not return to work after the LWOP, that person will be considered to have relinquished their position with the County on the date he/she provided notice to Human Resources that he/she will not be returning or the end of their LWOP period, if no notice is given.

**Policy Change**

The County reserves the right to delete, modify, amend or terminate this policy at any time with or without prior notice.

Approved this 14<sup>th</sup> day of March, 2006

Board of Commissioners  
Rockdale County, Georgia

By: *Roy J. Middlebrooks*  
Roy J. Middlebrooks

Attest:

By: *Jennifer Rutledge*  
Jennifer Rutledge, County Clerk