

Leave without Pay (LWOP)

1051.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to allow employees to take time off if their accrued Paid Time Off (PTO) has been exhausted.

This policy applies to all employees eligible to accrue PTO.

1051.2 POLICY

It is the policy of Northwest Fire District to allow employees to take time off without receiving compensation from the District on a discretionary basis.

1051.3 GUIDELINES

- (a) Employees are required to use their accrued PTO prior to requesting LWOP. (exceptions see Military Policy 1044 and Jury Duty Policy 1046)
- (b) LWOP may be allowed on a case-by-case basis, at the District's sole discretion, considering the employee's circumstances and the District's reasonable business needs.
- (c) LWOP hours will not be compensated.
- (d) PTO accruals are adjusted accordingly when using LWOP hours.
- (e) LWOP is not considered hours worked for purpose of overtime calculations.
- (f) The use of LWOP for an entire pay period (fourteen days) or more is considered a break in service for retirement purposes. (exceptions see Military Policy 1044)