

MOHAVE COUNTY SUPERIOR COURT POLICY AND PROCEDURE

TITLE: 8.5 LEAVE OF ABSENCE WITHOUT PAY

EFFECTIVE DATE: 02/09/2017
REVISED DATE: 10/21/2019

A leave of absence without pay is intended to provide employees with the time and flexibility to address important personal situations. It also allows the Superior Court to meet its long-term needs by retaining valued employees. Employees shall submit a request to their Department Head in writing if they anticipate needing to take a leave of absence without pay.

A. The Department Head may approve an employee's leave of absence without pay for a maximum of eighty (80) hours per calendar year when it is in the best interest of the Superior Court to do so.

B. A request in writing for additional leave without pay beyond eighty (80) hours may be considered and approved by the Department Head and with the approval of the Presiding Judge when it is in the best interest of the Superior Court. An employee requesting a leave of absence without pay shall expend all compensatory time, EIB, and PTO leave accruals before leave without pay is granted.

1. An employee shall submit his/her request for leave of absence without pay at least two (2) weeks in advance of such leave unless advance time is reduced or waived by the Department Head. The employee must also complete a leave of absence agreement.

2. An employee who goes beyond a pay period without pay must contact Mohave County Human Resources to verify their continuation of Health Benefits.

8.51 The Presiding Judge may implement a mandatory leave of absence without pay to reduce payroll costs and departmental expenditures during challenging budget shortfalls while maintaining critical Superior Court operations and services.

8.52 This leave time must be reported on the employee's timesheet as "Other: Unpaid Leave."

8.53 Continuation of Health Benefits (COBRA)

The continuation of Health Benefits shall require the employee to pay up to 102% of coverage (both employer/administrative and employee-paid portions) during the leave period in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Plan Document/Summary Plan Description of the Mohave County Employee Benefit Trust.