



Human Resources Board

City of Arts & Innovation

TO: HUMAN RESOURCES BOARD **DATE: APRIL 6, 2026**

FROM: HUMAN RESOURCES DEPARTMENT

SUBJECT: GENERAL LEAVE OF ABSENCE WITHOUT PAY POLICY (V-6)

ISSUE:

Approve revisions to the General Leave of Absence Without Pay Policy (V-6).

RECOMMENDATION:

That the Human Resources Board approve revisions to the General Leave of Absence Without Pay Policy (V-6).

BACKGROUND:

The General Leave of Absence Without Pay Policy (V-6) was last revised in July 2006. As part of the Human Resources Department's practice of regularly reviewing and updating policies and procedures, this policy was reviewed and refined.

DISCUSSION

The General Leave of Absence Without Pay Policy (V-6) has been updated to ensure continued compliance with applicable federal and state laws.

Key revisions include updates to reflect procedures for both medical and non-medical leave of absence without pay requests. Policy V-6 now also incorporates language addressing extensions of ongoing protected leaves of absence, streamlining the internal process and helping to prevent delays.

Additionally, while the approval process remains unchanged, the language throughout the policy has been revised for greater clarity and consistency.

FISCAL IMPACT:

There is no fiscal impact associated with this report.

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Attachments:

General Leave of Absence Without Pay Policy (V-6).