

**HUMAN RESOURCE
POLICIES AND PROCEDURES**



Policy:	Voluntary Time Off with No Pay	
Date: May 7, 2009	Revision Date: July 24, 2016	Approved by: Human Resources

I. POLICY STATEMENTS

Eastern Municipal Water District (District) considers all positions authorized as full-time regular to require the presence of an incumbent on a full-time basis. Time away from work on a “voluntary no pay” basis may be approved on an exception basis to meet the mutual needs of the District and employees and to reduce operational costs. The District will make an effort to authorize voluntary time off with no pay absences where possible, while recognizing that in some work units the business demands are such that management has little, if any, room to authorize such requests. Supervisors and employees are encouraged to explore flexible options, including reduced work weeks, as long as the production of the work unit will not be negatively impacted.

An employee requesting voluntary time off with no pay for less than 30 days, not covered under the Family Leave Act (FMLA), must first exhaust paid time off (PTO) accruals. The employee must gain the approval of his supervisor or department head, as well as sign an awareness agreement for possible reduction in benefits if more than two consecutive weeks. Requests for greater than 30 calendar days, are subject to MOU, Section 5.X.1 Meritorious Leave. Voluntary time off cannot affect performance reviews. Any changes regarding the new agreed-upon voluntary time off work schedule must comply with the Districts policies. If voluntary time off is to be suspended, the supervisor must give the employee a seven calendar day notice.

II. DISTRICT BENEFITS FOR EMPLOYEES TAKING VOLUNTARY TIME OFF WITH NO PAY

Employee benefits are generally not affected when time off without pay is less than two consecutive weeks. No pay taken for a period of more than two consecutive weeks will result in all employee benefits being suspended until the employee returns to a paid status or continued at the employee’s expense. When the District accommodates an employee’s request for time off with no pay for a period of less than two consecutive weeks, the District’s contribution for medical, dental, and vision insurance will be maintained at current levels. Employee’s using time off with no pay on a regular basis will also retain benefits at current levels provided the number of hours normally worked satisfy the eligibility requirement for each specific benefit. Regular Employees working at least 32 hours per week will retain eligibility for all employee benefits at current levels (see table-1 below).

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Employees using voluntary time off with no pay while on FMLA/CFRA protected leave will continue to be covered by the District’s group health insurance to the same extent that coverage is provided for regular status employees. However, will not continue to be covered under non-health related insurance plans (e.g., life insurance, accrued PTO) when the employee is off payroll for more than two weeks, unless continued at the employee’s expense.

Table-1:

Employee Benefit	Number of Hours Regularly Worked Per Week
Dental Insurance	32 hours
Disability Insurance	30 hours
Basic Life Insurance	20 hours
Additional Life Insurance	20 hours
Medical Insurance	>20 hours
PTO	>20 hours
Holidays	>20 hours**
Floating Holidays	>20 hours
Vision	No minimum hours
Security Trust	No minimum hours
PERS Retirement	No minimum after initial covered 1000 hours*

*PERS retirement benefits are based partly on an employee’s earned salaries. Time off with no pay taken could result in an employee receiving lowered benefits.

**Time off with no pay taken the day before or after a regular holiday, even for a period as short as 30-minutes, will result in no-pay for the holiday.

AUTHORIZED SIGNATURES ON FILE