

Leave of Absence

325.1 PURPOSE AND SCOPE

The purpose of this policy is to set forth the guidelines regarding leave of absence. This policy applies to all regular employees.

325.2 AUTHORITY AND REFERENCES

- Riverside County Salary Ordinance No. 440;
- Memorandums of Understanding (MOU);
- Management Resolution.

325.3 POLICY

A leave of absence without pay may be granted to a regular employee as outlined in Riverside County Ordinance No. 440 and the current applicable MOU or Management Resolution.

325.4 PROCEDURE

All requests for leave absences shall be processed in accordance with Riverside County Ordinance No. 440 and the current applicable Memorandum of Understanding or Management Resolution. Riverside County Ordinance No. 440, MOUs, and the Management Resolution are available on the Riverside County Human Resources website at: <http://www.rc-hr.com/HR-Services/Employee-Relations/MOUs-Resolutions-and-Ordinances>.

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Attachments: None