



6.01 GENERAL LEAVES OF ABSENCE

Approval

Elected officials and bureau directors are authorized to grant leaves of absence to subordinate officers or employees in his/her department who are under the classified Civil Service, upon the showing of good cause. Employees must exhaust all accrued leave prior to going on unpaid leave except in accordance with the Administrative Rules [on Family Medical Leave](#) and [Military Leave](#).

Auditor Leave

The City Auditor is authorized to absent him/herself from duties as City Auditor for a period of time not exceeding 30 days during any fiscal year without deduction of pay.

City Attorney Leave

The Commissioner in charge of the office of the City Attorney is authorized to grant leaves of absence not to exceed thirty (30) days during any fiscal year without deduction of pay to the City Attorney and deputies. This leave may be granted when the commissioner is satisfied that such absences are necessary for the health and benefit of the employee or for the good of City service. This leave is in addition to regular annual vacation accruals.

Blood Donation

Employees wishing to donate blood or participate in the registry for stem cell and bone marrow transplant during City time shall be given a period, not to exceed two hours, to do so without a reduction in accrued leave.

Penalty for Non - Return

It shall be the duty of elected officials or bureau directors to initiate disciplinary action against any employee who fails to return to duty after an approved leave and to remove such employee in accordance with the Civil Service provisions of the Charter. If such employee presents a reasonable and acceptable excuse for such failure to return to duty, the elected official or bureau director may grant an extension of leave of absence for the additional time and discipline will not be commenced.

Administrative Rule History

Adopted by Council March 6, 2002, Ordinance No. 176302
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