

**POLICY AND PROCEDURE**  
**UNION PUBLIC UTILITY DISTRICT**

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DATE REVISED: 05/22/2024	MANUAL	POLICY NO. 2160
APPROVED BY: Board of Directors	POLICY TITLE Authorized Leave	Page 1

**2160.1** Full-time, regular employees may take a leave of absence only with the written permission of the Board of Directors.

**2160.2** Requests for leave of absence must be in writing and will be considered by the Board on an individual basis.

**2160.3** A leave of absence will only be granted for recovery from a serious illness or accident.

**2160.4** In compliance with the AB1460 (10/4/93) The California Family Leave Law, eligible employees are given up to twelve (12) weeks of leave per year to take care of a newborn or newly adopted child, or to care for a seriously ill child, spouse or parent. This leave is also granted for the employee's own serious illness. An employee may take up to twelve (12) weeks of family care leave or care for newborns in addition to pregnancy disability up to four (4) months.

**2160.5** Eligible employees are those who have worked for the District for one (1) year and have worked at least 1,250 hours in the previous twelve (12) months.

**2160.6** The Family Care Leave Law further provides the District continue to pay the employee's health plan benefit during the leave. If employee exhausts his/her protected leave and has still not returned to work, employee will be offered COBRA coverage for continuation of health benefits. If employee enrolls in COBRA, 100% of the cost will be paid for by the employee.

**2160.7** Regardless of the length or reason for the leave, the employee is expected to return to work as soon as the leave expires. If an employee does not return to work when the leave is over, the employee will be considered voluntarily resigned from the employment of the District.

**2160.8** An employee will not receive salary during the leave of absence, unless granted by the Board of Directors. The leave of absence will not be included in the employee's period of continuous employment. The usual vacation, sick leave and health benefits will not be earned during the leave. Employee will be offered COBRA coverage for continuation of health benefits starting the first of the month following the month the leave began. If employee enrolls in COBRA, 100% of the cost will be paid for by the employee.

**2160.9** Such leave of absence may be taken only after all accumulated vacation time has been exhausted. If the leave of absence is for medical reasons, then all accumulated sick leave time must also be exhausted before a leave of absence can be granted.

**2160.10** Due to the District's limited work force, maintenance of job classifications for the term of an authorized leave of absence cannot be guaranteed beyond six months. Employees returning from a leave of absence will be reinstated to the first available job classification for which they are qualified.