

## GCCC Policy Add Template

**Category:** Personnel

**Division:** HUMAN RESOURCES

**Department:** Click here to enter text.

**Policy Title:** LEAVE WITHOUT PAY

**Policy Statement:** Employees who have exhausted all paid leave including, vacation, sick, compensatory, personal and off-duty days will received deductions to their pay.

**Procedures:** Adjustments to pay for hourly employees will be made by the hour. Salaried employees pay will be adjusted by the day. Employees are required to exhaust all paid leave before beginning leave without pay. Employees on leave without pay will not accrue a vacation day for the month. An employee on leave without pay the last working day prior to a paid holiday will not be eligible for the paid holiday benefit.

**Contacts:** Director of Human Resources

**Approved Date:** 8/1/2013

**Policy History:** [10/28/2013](#)

**Keywords:** leave, leave without pay

**Related Form:** Click here to enter text.