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## Leave of Absence

### **Sec. 5-248-1. Leave of absence without pay for five days or less**

A leave of absence without pay not to exceed five consecutive work days at one time may be granted to any employee in the state service for any cause satisfactory to the appointing authority concerned.

(Effective July 9, 1984)

### **Sec. 5-248-2. Leave of absence for more than five days**

(a) Any employee seeking a leave of absence from state service for longer than five consecutive work days shall submit his request in writing to his appointing authority, setting forth the reason for the leave and the beginning and ending dates of the leave desired.

(b) The appointing authority shall promptly review the employee's request and transmit a copy thereof to the Commissioner of Administrative Services. The appointing authority shall also recommend to the Commissioner of Administrative Services whether he should approve the request in whole or in part.

(c) The Commissioner of Administrative Services shall review the request and notify the appointing authority whether the leave is to be denied or is to be granted with full pay, part pay, or without pay. Approval of request for a leave of absence with full or part pay may be made only in the case of a leave of absence for educational purposes or for military field training purposes or as authorized by Section 27-33 of the General Statutes, Revision of 1958, as revised.

(d) If the proposed leave of absence is to be for longer than a year, or if such leave is to be extended beyond a year, approval of the Commissioner of Administrative Services must be obtained.

(e) If the leave of absence is granted in whole or in part, the appointing authority shall notify the employee in writing thereof and whether the leave is being granted with the position being held awaiting the employee's return from said leave or whether reinstatement will be dependent on the availability of a suitable vacancy. Where such leave is granted following the exhaustion of an employee's sick leave, the position shall be held for at least 30 days.

(f) When an employee has notified his appointing authority that he is leaving state service for the purposes of entering the armed forces of the United States, the appointing authority shall notify the employee in writing that he is being placed on leave of absence without pay and subject to the provisions of Section 5-248 and Section 5-255 of the General Statutes.

(g) When any full time permanent employee who is a member of the armed forces of the state or any reserve component of the armed forces of the United States requests leave of absence for required field training, his appointing authority shall grant such leave of absence with pay and with position held for a period not exceeding three calendar weeks in a calendar year.

(h) When an employee on authorized leave of absence with position held wishes to return to active service prior to the expiration of said leave, the appointing authority in his discretion may reinstate such employee or may place his name on the appropriate reemployment list or lists until the expiration of said leave, at which time the employee shall be reinstated.

(i) When an employee on authorized leave of absence with position not held wishes to return to active service prior to or at the expiration of said leave, the appointing authority may, in his discretion, reinstate such employee if a vacancy

exists. Otherwise, his name shall be placed on the appropriate reemployment list or lists.

(Effective January 18, 1984)

**Sec. 5-248-3. Status of employee during leave without pay**

(a) During the period of a leave without pay in excess of three days the employee shall not be credited for length of service and shall not be credited with time for the purposes of:

- (1) meeting the requirements of a working test period;
- (2) accruing sick leave; or
- (3) accruing vacation time.

(Effective July 9, 1975)

**Sec. 5-248-4. Expiration of leaves**

In the event that the employee fails to return to service at the expiration of his leave of absence, he shall be considered to have terminated his employment as of the termination date of said leave and a report of such action shall be filed by the appointing authority with the Commissioner of Administrative Services. No reemployment rights shall exist under these circumstances, unless the employee has given written notice, prior to the expiration date of the leave, of his intent to return.

(Effective January 18, 1984)

**Sec. 5-248-5. Abolishment of position**

When a position, from which an employee has been granted a leave of absence without pay and with notice that it was being held, is abolished due to lack of work, economy, insufficient appropriations or organizational change, the name of the employee shall be placed on the appropriate reemployment list or lists.

(Effective July 9, 1975)

**Sec. 5-248-6. Durational appointments**

An appointing authority may fill a vacancy created by a leave of absence without pay on a durational basis if the position is being held and on a permanent basis if the position is not being held, without the necessity of creating an additional position.

(Effective July 9, 1975)