

**Camden County Library District  
Policy Manual**

**Section 1. Employees**

**Subsection 17. Leave of Absence without Pay**

**POLICY**

All approved absences not covered under another leave benefit shall be recorded as a leave of absence without pay and pay will be reduced accordingly unless such reduction is in conflict with Fair Labor Standards Act (FLSA) provisions covering exempt employees. Benefit eligible employees must have prior approval from their supervisor and the Director to take a leave of absence without pay. Non-benefit eligible employees may take a leave of absence without pay with the prior approval of their supervisor. If the supervisor does not grant a leave of absence without pay and the employee takes off without approval, employment may be terminated. See also the requirements under Requests for Leave.

A leave of absence without pay may be approved only after an employee has exhausted all paid time off. Unpaid leave may not be used in place of available accrued leave. If an employee is granted a leave of absence without pay for three or more days, the employer and employee portion of health and dental insurance premiums will be prorated and deducted on the following paycheck, unless otherwise provided under Policy for Family and Medical Leave of Absence (FMLA) or such deduction is in conflict with FLSA provisions covering exempt employees.

For part-time employees who do not accrue vacation, applications for a Leave of Absence without Pay may be granted by a supervisor after 6 months of employment. **A Leave of Absence without Pay will only be granted if the leave does not unduly impact library services.**