

Subject: Leave of Absence without Pay
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POLICY

Leave without Pay is defined as an authorized leave without pay as approved by the Supervisor, with final approval by the Chair, for the purposes of educational advancement or which is in the best interest of the employee or the Nation when other leaves are prohibited or are not yet usable.

Conditions and exceptions follow:

1. Accrual of all other leaves will be immediately discontinued if Leave without pay is taken, unless the reason is to conduct Kaw Nation Business. In the event the employee is conducting Kaw Nation business all accruals will be continued as if the employee was working their full work period.
2. Failure to report to work at the conclusion of the leave may result in disciplinary action up to termination of employment.
3. If an employee is on Leave without pay status for more than thirty (30) days, then Employer Kaw Nation will cease to provide paid health insurance for the employee.
4. Leave without pay cannot be used until all paid leaves are exhausted.