

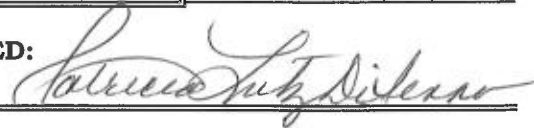
NEW CASTLE COUNTY

PERSONNEL POLICY

NUMBER	3.12
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DATE	05/01/01

SUBJECT: LEAVES OF ABSENCE TO PARTICIPATE IN
POLITICAL CAMPAIGNS

APPROVED:



OBJECTIVE: To further define and explain the method by which an employee requests a leave of absence to participate in a political campaign, the status of employee benefits as a result of this leave and any other information pertinent to obtaining this type of leave.

STATEMENT: An unpaid leave of absence may be granted to employees for the purpose of participating in political campaigns during election years. Such leave shall not exceed three months biennially in accordance with Section 26.03.1411 of the New Castle County Code.

Procedure: An employee who desires to go on an unpaid leave of absence for the purpose of participating in a political campaign shall submit a request in writing through the immediate supervisor to the departmental general manager or row officer. This request should include the date that the leave is to commence and the date that the employee is expected to return.

The employee's immediate supervisor shall determine whether or not the employee's absence would adversely affect the operation of the department or row office. The supervisor shall make a recommendation to the general manager/row officer who will approve or disapprove the request for leave and so notify the employee in writing.

The approval letter of such a leave shall indicate the beginning date of the unpaid leave and the date the employee is expected to return to work. A copy of this letter, as well as a change notice requesting that the employee be placed on non-pay status, must be forwarded to the Chief Human Resources Officer. The change notice form may be omitted for leaves of 30 calendar days or less.

Benefit Status: For administrative purposes, an employee will not be placed in a non-active payroll status if the length of the unpaid leave is 30 calendar days or less. For such short-term leaves, the payroll processor should mark the time entry reports as "Leave of Absence without Pay - Other." All employee benefits will continue for these periods, except that sick leave will not accumulate for any month(s) in which the employee did not work the entire month. For an employee covered by the Local 459 collective bargaining agreement, leave without pay will be counted as an absence for the purpose of determining eligibility for personal leave days in accordance with that agreement.

For unpaid leaves in excess of 30 calendar days, the employee will be placed on non-active payroll status and benefits will be affected as follows:

1. **Health Insurance** -- This benefit will terminate effective the first day of the month following the beginning of the leave unless the leave begins on the first day of a month in which case coverage will cease immediately. Upon notification to the Pension and Benefits Section, coverage will be picked up on the first day of the next month following the employee's return to work. If the employee returns to work on the first working day of the month, coverage will be picked up immediately. The employee may elect to continue health insurance coverage under the County group premium during the unpaid leave by making arrangements to pay for this coverage through the Pension and Benefits Section.
2. **Life Insurance** -- This benefit will terminate immediately when the unpaid leave begins and will resume on the day the employee returns to work.
3. **Pension** -- The employee will not accrue service credit for pension benefits during the period of the unpaid leave.
4. **Adjusted Pension Service Date** -- Upon return from leave, the pension service date will be adjusted to reflect the length of the leave.
5. **Sick Leave** -- Sick leave will not accumulate during the period of the unpaid leave.

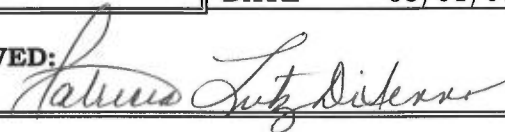
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6. Vacation Credit -- The employee will not be credited for vacation vesting purposes for those months, or parts thereof, that the employee is on an unpaid leave of absence.
7. Vacation Service Date -- Upon an employee's return from an unpaid leave, the employee's vacation service date will be adjusted to reflect the length of the employee's absence on unpaid leave.
8. Anniversary Date - Upon an employee's return from an unpaid leave, the employee's anniversary date will be adjusted forward to the exact number of days equal to the length of the unpaid leave.
9. Performance Review Date -- Upon an employee's return from an unpaid leave of absence, the employee's performance review date will be adjusted to a date exactly four months prior to the new anniversary date.
10. Personal Leave Days (Local 459) -- For an employee covered by the Local 459 collective bargaining agreement, any leave without pay will be counted as an absence for the purpose of determining eligibility for personal leave days in accordance with that agreement.
11. Holiday Pay -- Employees on unpaid leave shall not receive holiday pay while on an unpaid leave of absence. If the first day of an unpaid leave follows a holiday, or if the last day of the unpaid leave precedes a holiday, the employee shall not be paid for the holiday in accordance with the various collective bargaining agreements. If the employee is not covered by a collective bargaining agreement, the payment for a holiday (preceding or following an unpaid leave) will be at the discretion of the employee's departmental general manager/row officer.
12. Seniority -- Seniority will continue to accumulate.

REQUIRED ACTION: The Chief Human Resources Officer, the departmental general managers, and row officers shall be responsible for the implementation of and compliance with this policy.

Established: 07/14/87
Revised: 01/01/96
Revised: 07/01/97
Revised: 05/01/01