

 <b>Missouri Department of Natural Resources Administrative Policies and Procedures</b>		
<b>Chapter 5 Employee Benefits</b>		
<b>Policy: Leave without Pay</b>	<b>Effective date</b>	<b>Revised</b>
<b>Number: 5.02-00</b>	<b>January 18, 2002</b>	<b>December 19, 2008</b>

The Department of Natural Resources will provide an employee leave without pay in accordance with the Merit System Rules and Regulations and the provisions of this policy.

## REFERENCES

Rules of the Missouri Office of Administration  
1 CSR 20-5.020 <http://www.sos.mo.gov/adrules/csr/csr.asp>

Family and Medical Leave Act (FMLA) of 1993  
29 CFR 825  
<http://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

### *Related DNR policies:*

Leave with pay 5.01  
Family and Medical Leave Act (FMLA) 5.03  
Military leave 5.05

## DEFINITIONS

*Federal fiscal year:* This year is defined as beginning October 1 and ending September 30.

## GENERAL PROVISIONS

### **Military leave without pay**

Department employees serving either as a member of the United States National Guard or any of the United States Armed Forces Reserve units will be allowed to take a leave of absence without pay for the period of military training and service required for any of the following reasons:

- The employee has exhausted military leave (120 work hours in a federal fiscal year).
- If the employee, by choice, has exhausted accumulated compensatory time or annual leave after use of military leave.

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- The employee was issued induction orders under the Military Selective Service Act or any corresponding law.
- The employee enlists in any component of the Armed Forces of the United States for a period not exceeding four (5) years.

**Leave of absence without pay**

There may be times in an employee's career when absence from work is necessary for personal reasons and accrued leave time is not sufficient to cover the absence. In such cases, the employee may request a leave of absence without pay through the appropriate chain of command, to the division director and the appointing authority.

Leave of absence without pay may be granted to an employee for the following reasons:

- Illness or disability of the employee.
- The employee is beginning a job-related course of study to improve the quality of his or her service to the department or to prepare for promotion.
- Extraordinary reasons which warrant the absence.

These leaves of absence without pay shall not be granted for more than twelve (12) months. However, the employee may make a written request to the appointing authority, before the end of the twelve (12) month period, for an extension to the leave without pay. The extension must appear to best serve the interest of the department.