

SAMPLE PERSONAL LEAVE OF ABSENCE LETTER

Date

Name

Address

Dear **Name**:

I am in receipt of your written request for a Personal Leave of Absence without Pay. Your request was forwarded to my office for review and response in accordance with the WV Division of Personnel guidelines.

Your request was granted and is effective beginning **[insert date]** for **[insert hours and minutes]** (**insert numeric hours and minutes**). Your request is approved through **[insert date]**. You are scheduled to return to work on **[insert date]**, at the beginning of your regular scheduled shift. For your information, here is the Division of Personnel's rule on Personal Leave of Absence without Pay:

14.8. (a) Personal Leave

An appointing authority may grant a permanent, probationary, or provisional employee a leave of absence without pay for a specific period of time which normally should not exceed one year. The employee shall apply for the leave of absence in writing to the appointing authority. If the appointing authority approves the request, the approval shall be in writing. A leave of absence without pay may exceed the normal one year limitation and the appointing authority may grant the leave of absence at his or her discretion based on the agency's personnel needs. Time spent by provisional employees for leaves of absence does not extend the provisional period limitation. Written approval of the appointing authority is required in all cases. Approval of personal leave is discretionary with the appointing authority.

(d) End of Leave

1. At the expiration of a leave of absence without pay, the employee shall be returned to duty to either his or her former position, or one of comparable pay and duties, without loss of rights, unless the position is no longer available due to a reduction-in-force.

2. If the leave of absence without pay was granted due to personal illness, the

employee must furnish from the attending physician/practitioner a prescribed physician's statement form indicating the ability of the employee to return to work.

3. Failure of the employee to report promptly at the expiration of a leave of absence without pay, except for satisfactory reasons submitted in advance to the appointing authority, is cause for dismissal.

If you should have any other questions, please feel free to contact the Human Resource Department at your convenience.

Sincerely,

NAME

Superintendent

cc:

April M. Darnell, Assistant Director of Human Resources
Division of Personnel
Human Resources, Central Office
Payroll
File