

Procedure #4004
Title: <b>USE OF ETL (LEAVE WITHOUT PAY)</b>
Category: Personnel
Date of Initial Approval: 01-20-2023
Revision/Reauthorization Dates:
Reviewers: Department Supervisors; Human Resources

**I. PURPOSE**

The purpose of this procedure is to clarify the use of ETL (Leave without Pay). ETL is a code used in Employees' Time Entry to indicate times that employees are absent from scheduled work without any compensation.

**II. CRITERIA**

- All ETL requests must be approved by the employee's supervisor prior to the leave being taken. Employees must exhaust available leave balances before using ETL.
- **For absences due to illness of self and/or dependent**, if an employee has exhausted their sick leave, they have the option of using ETL, Vacation Leave (VAC), Comp Time (CT) or a Floating Holiday (FLH).
- **For absences other than illness** (usually covered by VAC, CT, or FLH), if an employee has exhausted their leave, they may use ETL only if approved by their supervisor prior to taking the leave.
- **For advance requests using vacation leave**, it is the responsibility of the employee to save sufficient leave balances to utilize VAC, CT, or FLH on those dates. Requests for ETL might not be approved for those types of requests if the employee uses up their vacation leave balance prior to a pre-approved vacation request.
- ETL cannot be used in lieu of vacation or sick leave when employees want to save their leave balances for a future absence.
- **Exceptions to this procedure:**
  - During Inclement Weather situations, staff who cannot travel to work may be approved to use ETL with approval from the employee's supervisor.
  - If an employee is the subject/victim wishing to attend court proceedings (civil or criminal), ETL may be used with supervisor approval (This is separate from jury duty).

**III. PROCESS**

Employees must request ETL using MSA's leave form available on the MSA website (staff portal). ETL requests will be considered and approved by

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supervisors on a case-by-case basis, dependent on availability of substitutes and/or coverage for a specific activity or program needs.

*Note: Use of ETL is generally discouraged – frequent absences from work are not desirable and may result in disciplinary action, up to and including termination.*