

Regular/Approved Leave Without Pay (AO)

All employees are eligible for regular/approved leave without pay; however, approval is at the sole discretion of the agency head. All requests should be reviewed and approved by an Agency Head or designee (Deputy for Administration or the Human Resource Director) on a case-by-case basis. The below guidelines were developed for agencies use when reviewing requests for approval of regular/approved leave without pay. This leave should not be granted on a routine basis. Each request should be carefully reviewed for unique and unusual circumstances since it allows employees to receive full benefits while working less than full-time.

Recommended Guidelines for Approving an AO Absence

1. All available leave, including anticipated leave, should be exhausted before considering AO.
2. The absence cannot exceed two years in duration, unless specifically extended due to
 - a. an illness/disability as described in the Civil Service Act, or
 - b. an election/appointment as a union official or representative.
3. The reason for the absence cannot be for any form of incarceration, including without limitation, absences due to house arrest or community service.
4. The reason for the absence cannot be for the purpose of engaging in supplemental employment. Refer to Management Directive 515.18 for information regarding supplemental employment.
5. The employee's past leave usage may be considered when reviewing the request.
6. The requested absence should not interfere with the agency's ability to maintain efficient operations.
7. The employee may be asked to justify the exceptional nature of the request.
8. Exact reasons for approving the absence will vary; however, consideration should be given to at least the following reasons:
 - Approved disability accommodations
 - Elected/appointed union officials or representatives
 - Vacations for a new employee when scheduled prior to receiving an employment offer from the Commonwealth
 - Off season absences (DCNR and DPW LIHEAP only)
 - Unforeseen emergencies
 - Weather emergencies
 - Act 102-related mandatory time off after the completion of an overtime assignment
 - Other reasons as determined by the agency