

ORDINANCE NO. 2344

AN ORDINANCE amending Section 2.68.060 by revising the procedures for leaves of absence without pay.

THE COUNCIL OF THE CITY OF CAMAS DO ORDAIN AS FOLLOWS:

Section I

Section 2.68.060 of the Camas Municipal Code is amended to provide as follows:

2.68.060 - Leave of Absence Without Pay

Any regular employee may apply for a leave of absence without pay. Any employee desiring a leave of absence without pay shall submit a written application at least thirty (30) days in advance of the commencement date of such leave. The thirty (30) day advance application period may be shortened at the discretion of the City Administrator for emergency leaves.

Applications for leaves of absence without pay of thirty (30) days or less shall be submitted to the City Administrator who shall have the discretion to approve or disapprove such applications. Applications for leaves of absence in excess of thirty (30) days shall be submitted to the City Council, which shall have the discretion to approve or disapprove such leave. No leave of absence shall exceed ninety (90) days unless the City Council adopts a resolution in which it finds that the best interests of the City will be served by granting a leave of absence in excess of ninety (90) days. Whenever granted, the leave of absence shall be in writing and signed by the City Administrator with a copy to the employee's department head.

Upon expiration of an approved leave without pay, the employee shall be reinstated to the position held at the time leave was granted. Failure of the employee on leave without pay to report promptly at the expiration of such leave shall constitute cause for forfeiture of the right to reinstatement.

Section II

This Ordinance shall take force and be in effect five days from and after its publication according to law.

PASSED by the Council and APPROVED by the Mayor this 25th day of

Aug, 2003.

SIGNED: _____

Mayor

ATTEST: _____

Clerk

APPROVED as to form:

[Signature]
City Attorney