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2601, 2611-  
2619;  
I.C. § 2-218  
38 U.S.C. §  
4301

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### TIME OFF AND LEAVES OF ABSENCE

The City of Boise believes that it is of great importance for employees to have regular and consistent attendance at work. All employees are expected to come to work on all scheduled work days and during all scheduled work hours. The City, however, recognizes the need for providing time off and leaves of absence to assist employees in the event of illness and when special situations arise. Eligible employees receive paid and unpaid leaves of absence in accordance with City policies, regulations and applicable laws.

An employee shall be deemed "absent without leave" when absent from work because of (1) a reason that conforms to a policy or regulation currently in effect but the maximum days provided for in that policy or regulation are exceeded; (2) a reason that does not conform to a policy or regulation in effect; or (3) failure to report to work without providing proper notification and/or receiving proper approval. Employees who are absent from work without leave are subject to disciplinary action, up to and including termination, and/or a pay deduction.