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POLITICAL ACTIVITIES LEAVE OF ABSENCE REQUEST

Employee Name: _____ Empl #: _____

Requested leave start date: _____ End date: _____

Explain the reason for the leave request including facts to its necessity: _____

Terms and Conditions for a Leave of Absence

I submit this request for an unpaid leave of absence (LOA) with **complete understanding and full acknowledgement** of the following terms and conditions related to my employment with the city of Boise:

- A. The city of Boise ("city") has the right to deny this request; and
- B. The leave of absence ("LOA") will be unpaid; therefore, I must exhaust all my accrued vacation, compensatory time, and floating holidays, prior to the start date of the LOA;
- C. During the LOA all my paid leave accruals and paid holidays will be discontinued; and
- D. During the LOA my insurance benefits (i.e., health, dental, life, LTD, etc..) and other payroll deductions will be discontinued unless I make arrangements with Payroll & Benefits in Human Resources, within 30 days of the leave commencement, to pay both the employer and employee costs for these benefits; and
- E. During the LOA I cannot engage in other employment; and
- F. I am obligated to disclose any apparent or actual conflict of interest created by the LOA in accordance with the city's Code of Ethics; and
- G. I must return all city identification badges, keys, P-cards, mobile devices, equipment, uniforms, and/or other city property prior to the start date of the LOA; and

- H. During the LOA I have no authority as a city employee, and I am not authorized to represent the city of Boise in any way; and
- I. I am required to notify my Department Director and Human Resources in writing of my intent to return to work no less than 10 calendar days prior to the expiration of my LOA; and
- J. If I fail to give the required written notice, or if I fail to return to work by the approved LOA end date, the city shall consider me to have voluntarily resigned my position; and
- K. Upon returning from the LOA, I may or may not, be placed in the position I held when my leave of absence began. I understand if the Department Director and Human Resources determine that returning me to that position is not in the city's best interest, I may be placed in a comparable open position, that I am qualified to perform, with or without a reasonable accommodation, if such a position is available.
- L. If my previous position no longer exists or was eliminated due to a reorganization or reduction in staff, I may be eligible for a separation package in accordance with the city's Layoff Regulation.
- M. As a city of Boise employee, I am prohibited by the city's Political Activities Regulation 4.50a from engaging in the following activities:
 - participating in political activities as a representative of the city or while on city time; and
 - using city equipment, property, materials, facilities or other city resources for political activities, except as allowed by law or city policy and regulations; and
 - distributing or posting political circulars or petitions on city property; and
 - collecting and/or soliciting campaign funds, and/or the contribution of services or resources as a representative of the city, or while on city time, or on city property; and
 - using the authority of your city position to influence the vote or political activities of any subordinate including, but not limited to directly or indirectly coercing, attempting to coerce, commanding, pressuring or advising an employee to pay, lend, or contribute anything of value, including their personal time, to a party, committee, organization, agency, candidate or person for political purposes; and
 - taking any adverse employment action, or make any promise or threat of adverse action, against an employee because they made or withheld a political contribution or service; and
 - taking any favorable employment action, or making any promise of such action, on behalf of an employee because the employee made a political contribution or service; and/or
 - organizing or participating in any politically motivated behavior that is disruptive to the workplace, harassing or discriminatory.

If I am elected to public office I will be required to resolve to the city's satisfaction, any conflicts of interest resulting from my candidacy.

Employee Signature

Empl ID #

Date

APPROVED (check one): **YES** _____ **NO** _____

Director: _____
Signature

Date: _____

Concur: _____
HR Director

Date: _____