

INDIAN RIVER COUNTY  
MEMORANDUM

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TO: Honorable Board of County Commissioners

THROUGH: John A. Titkanich, Jr., County Administrator

FROM: Suzanne Boyll, Human Resources Director

DATE: November 8, 2023

SUBJECT: Revision to AM-703.1 Leaves of Absence

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**BACKGROUND:**

Indian River County has established administrative policies outlining various policies, practices and procedures applicable to County employees. AM-703.1 identifies the County's policy related to leaves of absence when other forms of leave do not apply or have been exhausted and the employee is requesting unpaid leave.

Staff is requesting the policy be updated to reflect that department heads have the authority to approve unpaid leaves of absence for periods of less than 90 days and the County Administrator must approve any leave of absence beyond 90 days.

The policy revision also establishes that employees on unpaid leave will be required to pay applicable premiums by the end of each month to continue group health benefits.

**FUNDING:**

There is no additional cost.

**RECOMMENDATION:**

Staff respectfully requests the Board of County Commissioners approve staff's recommendation to revise AM-703.1 Leaves of Absence.

**ATTACHMENTS:**

AM-703.1 Leaves of Absence