



## MISSOURI DEPARTMENT OF TRANSPORTATION PERSONNEL POLICY MANUAL

**POLICY TITLE:** Special Leave without Pay

**NUMBER:** 3509

**CHAPTER TITLE:** Leaves of Absence

**EFFECTIVE DATE:** January 1, 2026

**PRIOR EFFECTIVE DATE:** August 1, 2023

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### **POLICY STATEMENT**

At the discretion of the district engineer or division leader/state engineer, employees may be authorized for a leave of absence without pay for special conditions. Employees will retain prior creditable/credited service with the retirement system and the department while on an approved special leave without pay.

### **PROVISIONS / REQUIREMENTS**

1. Special leave without pay is primarily considered for extraordinary reasons requiring the employee's absence from work. All other leave options should be considered before requesting special leave without pay. Special leave without pay may be approved for monthly increments of up to, but no more than, 12 consecutive months.
2. Special leave without pay must be requested in writing. Requests must include the reason(s) for leave and be submitted to the district engineer or division leader/state engineer. Supporting documentation may be requested and failure to provide timely documentation may be a basis for denial of a request for special leave without pay.
3. Employees should review Personnel Policy 3512, "Family and Medical Leave," to determine if they qualify for leave under that policy before requesting special leave without pay. If eligible, employees must exhaust any leave provided under Personnel Policy 3512, "Family and Medical Leave," before requesting special leave without pay.
4. Employees must exhaust all accrued annual leave and compensatory time after their last day of work and prior to switching to special leave without pay. If an employee, not separating from the department, will be in a leave without pay status for more than one week (40 hours), an Employment Status Maintenance (ESMT) transaction should be processed to place the employee into the appropriate leave without pay status. No annual leave will be earned after employees switch to leave without pay status. Any holidays occurring while the employee is using their accrued leave will be paid provided, they are on paid leave immediately before and/or immediately after each holiday.
5. If the reason for special leave without pay qualifies for sick leave usage under Personnel Policy 3500, "Sick Leave," employees must exhaust all accrued sick leave prior to switching to special leave without pay. If the reason for special leave without pay does not qualify for sick leave usage, employees will retain any unused sick leave while on special leave without pay. No sick leave will be earned while employees are in leave without pay status.

6. While on special leave without pay, insurance coverage will continue to be available without state participation. Eligible employees will need to make manual payments if they want to continue health, life, or disability insurance coverage.
7. The period of the employee's absence without pay (when it exceeds 80 consecutive work hours) does not count toward creditable/credited service in the retirement system or with the department.
8. An employee on special leave without pay must keep their supervisor informed of their current status, intent to return to work, and contact information.
9. Being placed in an approved special leave without pay status does not guarantee that an employee's previous job will be available at the expiration of the special leave without pay. The department will make decisions regarding the employee's previous position, which may include filling or eliminating the position, based on its business needs. If the employee's position is no longer available at the end of the approved special leave without pay, the employee will be released from employment. If the employee's position is available or a similar position is offered and the employee fails to return or declines an available position at the expiration of the leave, the employee will be considered to have voluntarily resigned from employment with the department.



Ashley Halford  
Human Resources Director

**CROSS REFERENCES**

[Personnel Policy 3500, "Sick Leave"](#)

[Personnel Policy 3512, "Family and Medical Leave"](#)