**Section 420.640 Leaves of Absence Without Pay**

Unless otherwise provided for in a specific leave and with prior approval of the Director of Personnel, leaves of absence may be granted without pay to employees for periods not to exceed 6 months. Employees must provide proper documentation to support their request for leave prior to the approval of the leave. Leaves may be extended for good cause by the department for additional 6 month periods, with the Director of Personnel's approval. An employee who returns from a leave granted under this Section shall have the rights set forth in Section 420.680.

(Source: Amended at 35 Ill. Reg. 4278, effective March 1, 2011)