

ADDITIONS TO CIVIL SERVICE RULE 13.14
AS APPROVED BY THE CIVIL SERVICE BOARD

In accordance with the requirements of Minnesota Statutes 1965, Section 15.0412, Subdivision 4, the Civil Service Board conducted a public hearing on June 11, 1968, pursuant to due notice, to consider a proposed addition to Civil Service Rule 13.14; and, based on a showing of need, the following additions (underlined) were adopted:

13.14 Other Leaves of Absence Without Pay

Permanent employees may be allowed to be absent from duty without pay for a period not exceeding a total of twelve months in any fourteen consecutive months on the basis of applications for leave without pay approved by their respective appointing authorities and the director under the following conditions:

Such leave shall be granted only when it will not result in undue prejudice to the interests of the state as an employer beyond any benefits to be realized. An application for leave of absence for travel or study calculated to equip the employee to render more effective service to the state may be deemed to involve such compensating benefits to be measured against the loss or prejudice to the interests of the state involved in keeping open the position or filling it temporarily until the return of the employee.

Leave of absence may be granted a probationary employee under conditions outlined above for a period immediately preceding an approved military leave of absence or to resume an academic program which he was actively pursuing just prior to his appointment, which can be completed within the time period specified.

No such leave shall be granted primarily in the interests of the employee, except in the case of an employee who is shown by his record of service ratings or by other evidence, to be of more than average value to the state, whose services it is desirable to retain, even at some sacrifice.

The director shall refuse to approve any proposed leave without pay which in his judgment is contrary to the best interest of the state.

CIVIL SERVICE BOARD

Sidney S. Feinberg, Chairman
Catharine B. Harmon
William W. Holes

By John W. Jackson
John W. Jackson, Secretary

Approved as to Form and Legality:

JEROME D. TRUHN
Assistant Attorney General

STATE OF MINNESOTA
DEPARTMENT OF STATE
FILED

JUN 19 1968 - 3:15 pm

Joseph L. Anderson
Secretary of State

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