

LAC+USC MEDICAL CENTER DEPARTMENT OF NURSING SERVICES POLICY

Subject: LEAVES OF ABSENCE	Original Issue Date: 12-13-05	Policy # 540
	Supersedes: 09/17	Effective Date: 01/21
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by: (signature on file) Annie Marquez Interim Chief Nursing Officer

PURPOSE

To provide leave of absence guidelines for nursing employees in conformance with applicable Federal and State provisions governing the Family and Medical Leave Act (FMLA) and the California Family Rights Act (CFRA), Los Angeles County Code provisions, Civil Service Rules, and Department of Health Services policies.

POLICY

Nursing Managers/Supervisors shall grant requests for leaves of absence when:

- Required by compelling individual circumstances such as prolonged illness, injury, or to restore health; maternity; or bereavement
- Required by prevailing Civil Codes such as those regarding Military Service or Jury Duty; or
- When deemed in the best interest of both the requesting employee and the needs of the service, such as education, training, or personal reasons.

All requests for leaves of absence must be reviewed and approved, or denied, by the DHS Human Resources as soon as possible after the request is made known to management.

Leaves of absence in excess of twelve months require the approval of the Director of the Department of Human Resources.

Bereavement

Any person employed in a full-time permanent position who is eligible for bereavement leave and compelled to be absent from duty because of the death of the employee's:

- | | | |
|-----------------|-----------------|---------------|
| • Father | • Mother | • Child |
| • Stepfather | • Stepmother | • Stepchild |
| • Father-in-law | • Mother-in-law | • Grandmother |
| • Brother | • Sister | • Grandfather |

Subject:

LEAVES OF ABSENCE

Effective Date:

01/21

Policy #

540

Initials:

- Husband
- Domestic Partner
- Wife
- Domestic Partner's Mother, Father, Stepmother, Stepfather
- Grandchild
- Domestic Partner's Child, Stepchild, Grandchild,

This also includes brother-in-law, sister-in-law, great-grandfather and great-grandmother.

A full time, permanent employee shall be allowed the time necessary to be absent from work at employee's regular pay for not more than three working days. If the employee is required to travel a minimum of 500 miles one-way in connection with such an absence, then he/she will be eligible to receive two additional working days of bereavement leave.

In addition, employees are allowed to use other paid or unpaid leave if the employee has to travel over 500 miles, if they need additional time off.

Management may request proof of bereavement documentation, and if applicable, proof of travel within 30 calendar days upon the employee's return to work to justify use of bereavement time.

- Failure to present requested documentation may result in the employee's timecard being marked Absent Without Pay (AWOP) and the employee may be subject to disciplinary action.

Proof of Bereavement

The following documents are acceptable proof of death:

- Death certificate
- Obituary Notice
- Letter from attending physician, mortician attesting to the death and identifying relationship to the deceased
- Funeral program

Proof of Travel

The following documents are acceptable proof of travel:

- Train, airline, bus or boat ticket
- Gasoline receipt showing date (s) of purchase and city (ies) or a credit card receipt
- Hotel lodging receipt

Subject: LEAVES OF ABSENCE	Effective Date: 01/21	Policy # 540
	Initials:	

Family and Medical Leave Act

Any employee who has a total of 12 months of employment with the County and who has 1,250 hours worked, as defined by Fair Labor Standards Act [FLSA], during the 12 months immediately preceding the first day of a critical family need or a medical situation, may be approved to take up to a total of 12 work weeks (paid or unpaid) per 12 month period for qualifying reasons. (Refer to DHS Policy #756.6 for details).

Jury Duty

Employees in a permanent position who are ordered to serve and complete jury duty shall be allowed the necessary time to be absent from work at their regular pay County employees are not eligible for jury duty fees, but do receive their regular earnings while on jury duty. Employees may receive mileage reimbursements, beginning on the second day of service, which does not have to be returned to the County.

It is the employee's responsibility to immediately notify the supervisor upon receipt of a summons for jury service.

- The manager/supervisor will convert the employee's usual shift to the department's regular five-day work week (40 hours per week) Monday through Friday during the period of time he or she is actually reporting to the Court for jury duty.
- Employees serving jury duty on their regular day off (RDO) are on their own time for that day. Jury duty served on a RDO is not work time for overtime or any other purpose.
- The employee shall make any request for deferment or exemption from jury duty to the Court. The granting of such requests is solely within the Court's jurisdiction. Employees should follow the specific directive of the court as Grand Jury, Municipal, Superior, and Federal Court procedures vary.
- Employees, who are serving as jurors, must contact their supervisor immediately if the court is not in session during their scheduled jury duty service. It is mandatory that employees return to work on these days unless management makes other arrangements.
- Employees must present the original copy of the *Certification of Jury Service* immediately upon completion of service (if less than one week), or on a weekly basis for longer service, as proof of attendance.

		Page 4	Of 5
Subject: LEAVES OF ABSENCE	Effective Date: 01/21	Policy # 540	
	Initials:		

- Failure to present certification of jury service on any scheduled jury duty shift shall result in employee's timecard being marked Absent Without Pay (AWOP) and the employee will be subject to disciplinary action.

Military Service

Upon presentation of military orders, employees shall be allowed a military leave of absence with pay in accordance with the applicable provisions of law.

Witness Leave

- When any full-time permanent employee is required to be absent from work by a proper subpoena, issued by a court or commission legally empowered to subpoena witnesses, which compels the employee's presence as a witness, unless the employee is a party or an expert witness, the employee shall be allowed the time necessary to be absent from work at the employee's regular pay to comply with such subpoena, provided the employee deposits any witness fees, except mileage, with the County Treasurer.

- Risk Management

Risk Management (RM) is available for consultation to staff regarding how to handle subpoenas. As a general rule, Risk Management is most interested in the subpoenas that involve the County of LA as a party to the case. However, when there is doubt as to the nature of the subpoena, RM is available to review the subpoena and provide recommendations.

- Any full-time permanent employee who is required by ordinance, rule, or the Charter to be absent from work to represent himself/herself at an administrative proceeding at which his individual employment or pay status is at issue shall be allowed the time necessary to be absent from work at his/her regular pay (Los Angeles County Code 6.20.080)

REFERENCES

Department of Health Services Policy #756—Leaves of Absence for Personal Reasons
 Department of Health Services Policy #756.1—Educational Leave
 Department of Health Services Policy #756.2—Military Leave
 Department of Health Services Policy #756.3—Jury Duty Leave
 Department of Health Services Policy #756.6—Family and Medical Leave Act
 Department of Health Services Policy 756.8- Bereavement Leave
 LAC+USC Medical Center Policy #520 – Leaves of Absence
 LAC+USC Medical Center Policy #522—Jury Duty Leave and Deferrals
 Los Angeles County Code Section 6.20.080—Other leaves of absence
 Memorandum of Understanding: Registered Nurses Employee Representation Unit

Subject: LEAVES OF ABSENCE	Effective Date: 01/21	Policy # 540
	Initials:	

REVISION DATES

12/05, 04/06, 06/09, 09/17, 01/21