



RANCHO LOS AMIGOS  
NATIONAL REHABILITATION CENTER

## RANCHO LOS AMIGOS NATIONAL REHABILITATION CENTER

Occupational Therapy and Recreation Therapy Department

### POLICY AND PROCEDURE

SUBJECT: LEAVE OF ABSENCE	Policy No.:	211
	Revised:	June 2016
	Supersedes:	<del>May 2013</del>
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#### PURPOSE

To follow established guidelines for the rehabilitation center for requesting and reporting leaves of absence.

#### POLICY

The absence should be reported to the Return-to-Work Office for all employees who have been absent more than five (5) working days. Department Heads, managers, supervisors, and/or designee should contact the Human Resources/Return-to-Work Unit if they have any questions regarding requests for leaves of absence.

#### LEAVES OF ABSENCE WITH PAY:

Leaves of absence with pay may be granted for medical (non-work related injury or illness, non-emergency medical or dental care or pregnancy), bereavement, military leave, jury duty or witness duty in certain legal proceedings.

1. Refer to the following Administrative Policies and Procedures:

- a. Bereavement Leave- See Policy No. A213
- b. Family Leave- See Policy No. A219
- c. Jury Duty- See Policy No. A221
- d. Sick Leave -See Policy No. A214
- e. Civil Service Exam - See Policy No. A216
- f. Military Leave -See Policy No. A217
- g. Witness Leave - See Policy No. A218

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2. Employees requesting leave:
  - a. Employee will obtain Request for Leave of Absence forms (refer to Administrative Policy and Procedure No. A212).
  - b. Employee completes request and discusses requested arrangements with the manager/supervisor.
  - c. Supervisor reviews the request for completeness, initials and forwards the request to the Department Head for approval.

**LEAVES OF ABSENCE WITHOUT PAY:**

1. Employees must exhaust their own benefits prior to being placed on a leave without pay (exception: sick leave without pay).
2. Leaves of absence without pay may be granted to a permanent employee. Common reasons for granting such leaves are:
  - a. Recovery from prolonged illness or injury, maternity, or to restore health after all sick leave benefits have been exhausted.
  - b. Military service after the thirty day leave with pay has been exhausted for the calendar year.
  - c. Other lawful purposes as deemed by the employee's department head to be in the best interest of the rehabilitation center.
  - d. Family leave.
  - e. Leaves of absence without pay are not granted for "personal" reasons.
3. Employees requesting a leave of absence without pay must:
  - a. Request a "Request for Leave of Absence" form from the Return to Work Unit of Human Resources.
  - b. Complete the request and forward it to his/her supervisor

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- c. Have Supervisor review the request for completeness, initial and forward the request to the Department Head for approval.
- d. If Department Head approves, request is signed and forwarded to Human Resources. Depending on the length of leave requested, the request may require Department of Personnel approval.

Reference: Administrative Policy and Procedure No. A212 "Leave of Absence".

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Director Of Occupational Therapy and Recreation Therapy Department

Signature(s) On File

:Revised P&P 6/16 (LeaveOfAbsence)