



POLICIES AND PROCEDURES

SUBJECT: PERSONAL LEAVE OF ABSENCE

POLICY NO: 756

PURPOSE:

To govern leaves of absence and emergency leaves for personal reasons.

POLICY:

A leave of absence must have management's prior approval. A leave of absence may be used for such reasons as recovery from prolonged illness or injury or to restore health, maternity, military service, education or training, assisting another public jurisdiction, employment by a labor union or employee organization or for lawful purposes deemed to be in the best interest of the department. Management must be notified, in writing, at least 30 days in advance of a planned leave of absence. The granting of such leave is discretionary, based on the best interest, needs and responsibilities of the Department, the interests of the public and the needs of the employee. The supervisor/manager has the responsibility for managing leave of absence requests.

In cases of emergency, where it is not possible to obtain prior approval, management should be immediately notified and verification of circumstances should be provided to management within 15 calendar days.

In cases of emergency where it is not possible to obtain prior approval, management will consider all extenuating circumstances in determining if such leaves will be approved.

GUIDELINES:

Leaves of absence in excess of twelve (12) months must be approved by the Director, Department of Human Resources.

All leaves of absence of 30 days or more must be approved by the supervisor/manager, facility Personnel Officer and the DHS Human Resources Administrator.

Managers/supervisors must

APPROVED BY:
REVIEW
DATES:

EFFECTIVE DATE: June 1, 2011

SUPERSEDES: July 1, 2004

DEPARTMENT OF HEALTH SERVICES COUNTY OF LOS ANGELES

SUBJECT: PERSONAL LEAVE OF ABSENCE

POLICY NO.: 756

- consult with DHS Human Resources (HR) Employee Relations regarding any request for time off outside of paid benefit leave in excess of 30 days
- consult with the HR Performance Management if it is determined that an employee is absent from work due to incarceration

The Department may terminate a leave of absence, in writing, if it is determined that the reasons for justifying the leave of absence no longer exist. Upon termination or expiration of leave, the employee is expected to return to duty. The employee will be returned to the same class of position as was occupied when the leave of absence was granted or in accordance with the Civil Service Rules. An employee who fails to return to duty upon termination or expiration of leave shall be considered absent without pay (AWOP) and subject to disciplinary action.

An employee may appeal any action taken with respect to the termination of leave of absence.

The employee should consult with the DHS Family Leave and Employee Benefits Unit to determine the impact of a leave of absence on his/her accrual of leave benefits, health insurance, retirement, etc.

PROCEDURE:

A leave of absence must be requested using the "Leave of Absence Request Form." The form can be obtained from DHS or Facility Human Resources Office or the DHS Intranet website. A reason for the request is required as well as how the leave will be covered (benefit time used, if applicable). Documentation may be required to be submitted at the time of the request and during the leave of absence if a specific return date has not been established.

Leave of absence forms approved by the supervisor/manager and facility Personnel Officer must be submitted to the DHS Family Leave and Employee Benefits Unit for further processing.

AUTHORITY:

Los Angeles County Code, Civil Service Rules
Civil Service Rule 16

EFFECTIVE

DATE: June 1, 2011

SUPERSEDES: July 1, 2004

PAGE 2 OF 2