

DEPARTMENT OF HEALTH SERVICES
COUNTY OF LOS ANGELES**SUBJECT:** LEAVE OF ABSENCE DUE TO DISASTERS**POLICY NO.** 756.4

PURPOSE:: To clarify County policy for employees regarding leave of absence due to disasters.**POLICY::** It is Los Angeles County policy that when County officials or law enforcement agencies order and instruct employees not to report to their work location, they shall be granted a leave of absence with pay. Paid leave shall continue until the official order is lifted at which time the employees:

1. Are to return to their work location, or
2. Are reassigned to another work location, or
3. Are laid off.

Paid leave of absence may not be authorized for employees who remain off work as a result of personal problems arising from the disaster. These situations may be covered, at the discretion of the Department head, by other paid leaves such as compensatory time off for overtime, vacation, holiday, or personal leave (not sick leave).

AUTHORITY:: Los Angeles County Administrative Code. Los Angeles County Salary Ordinance.

EFFECTIVE DATE: Aug 16, 1978**SUPERCEDES:** March 29, 1976**APPROVED:** Signature on File