



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: RETURN TO WORK FOLLOWING AN
EXTENDED LEAVE

Policy No.: A335

Effective Date: 06/1995
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Purpose:

To describe the processes for returning an employee to work and for unit placement following an extended leave of absence.

Policy Statements:

1. The Department of Nursing ensures a position for any employee returning from an approved extended leave of absence.
2. When absent for 30 consecutive days, a nursing employee may be reassigned to the administrative/resource cost center on the 31st day with approval from the Chief Nursing Officer
3. When returning from an extended leave, an employee will be returned to the same or equivalent position with the same benefits, salary, and other terms and conditions of employment. Their prior shift or unit is not guaranteed.
4. An employee may be assigned to the administrative/resource cost center until one of the following applies:
 - a) a position is available on the original unit assignment,
 - b) an administrative reassignment is possible,
 - c) Employee applies for and is accepted for a position on another unit/location/department.

Procedure:

- A. Upon return to work, the employee will assume the previous unit assignment, if vacant. If the previous assignment is filled, the employee may request to fill:
 - 1) Any other vacancy on the same unit, but on another shift
 - 2) Any other vacancy in the nursing department for which qualified.
 - 3) Within 30 calendar days of return, if a vacancy becomes available on the original unit, the employee will be considered for return to the previous unit and/or shift
- B. Be re-oriented to departmental and unit-specific standards and expectations and have applicable competencies reassessed as described in Department of Nursing Administrative Policy and Procedure A520, Orientation, Nursing; and Department of Nursing Policy and Procedure A540, Competency Program, Management and Assessment: Initial and Ongoing)
- C. To move an employee to the administrative cost center:
 1. The Nurse Manager:
 - a) Submits an Employee Change of Status form to the designated administrative personnel indicating the move from the unit cost center to the administrative cost center.
 - b) Forwards employee files (i.e. personnel and education folders; timecard) to the Administrative Nursing Supervisor.
 - c) Provides a hand-off report to the Administrative Nursing Supervisor including performance and disciplinary issues for follow-up.
- D. The Nurse Manager notifies the employee of the change upon return to work.

Reviewed by: Leala Cabuay, MN, RN, CRRN

References:

Los Angeles County Code of Ordinances; Memorandum of Understanding (2019).

Family Leave Policy Guidelines - The County of Los Angeles, Department of Human Resources,
Department of Nursing Administrative Policy and Procedure A540, Competency Program, Management and
Assessment, Initial and Ongoing

Department of Nursing Administrative Policy and Procedure A520, Orientation, Nursing.

Reviewed/revised:

06/95– New

06/97– Revised

07/00– Revised

07/01– Revised

06/04– Revised

09/06– Revised

02/02 – Reviewed

12/11 – Revised

04/13 – Revised

06/16 – Revised

06/20 - Revised