



SECTION: HR
TOPIC: LEAVE OF ABSENCE
GENERAL
FEBRUARY, 2014

ADMINISTRATIVE PRACTICES MANUAL

SUBJECT: LEAVE OF ABSENCE

1. Any Leave of Absence, with or without pay, of thirty (30) calendar days or more duration, or any leave, paid or unpaid granted under the State or Federal Family and Medical Leave Acts (FMLA), must be approved by the Employee Relations Division. Extensions of such leaves of any duration must also be approved by the Employee Relations Division.
2. Leaves of Absence shall be approved within the guidelines provided by Civil Service Ordinance 18.21(2) and appropriate union contracts.
3. Employees desiring to return from an approved leave of absence in advance of the return date originally approved shall provide fourteen (14) days notice of intent to return to work to their appointing authority.
4. Employees may appeal denials of leave of absence requests to the Personnel and Finance Committee.

END OF POLICY



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Forms Needed:

Leave of Absence Request 014-35-10(9/06)

Healthcare Provider Certification Form (014-158(1/05))

RESPONSIBILITY

ACTION

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| Employee | 1. Complete the "Employee" section of the Leave of Absence Request Form and submit it to the first line supervisor. |
| | 2. If a medical leave of absence, employee needs to have physician complete the Health Care Provider Certification form. The <u>employee</u> should submit the form to Employee Relations. |
| Supervisor | 3. Sign off, acknowledging receipt of request and complete "Department" section of the Leave of Absence Form and route to department head. Indicate if any part of leave constitutes FMLA. |
| Appointing Authority | 4. Mark whether recommended or not recommended, sign and route to the Employee Relations Division. |
| Employee Relations Division | 5. Approve or deny, complete and sign the "Employee Relations" section of the Leave of Absence Form and route it as indicated. |
| Employee | 6. May file an appeal with the Personnel and Finance Committee if leave is denied. |
| | 7. Contact the Controller's Office if leave is approved, to determine fringe benefit implications and procedures. |
| | 8. Take approved leave as authorized. |

END OF PROCEDURE