

LEAVES OF ABSENCE

PURPOSE: Care Staffing Professionals recognizes that circumstances may make it necessary for employees to take time off for medical, personal, or administrative reasons. Accordingly, it is the policy of Care Staffing Professionals to provide employees a Leave of Absence in accordance with the guidelines set forth below.

SCOPE: This policy applies to all Care Staffing Professionals employees.

POLICY STATEMENT: Consistent with the needs of Care Staffing Professionals, leaves of absence with or without pay for a limited period may be requested for any reasonable purpose and may be approved by the appointing authority. Such leaves are not to exceed ninety (90) days. Leaves of absence with or without pay for periods in excess of ninety (90) days can only be granted by the Chief Executive Officer or Chief Operations Officer.

- It is appropriate for Care Staffing Professionals to grant leaves of absence where such leave is of benefit to the employee and does not create an undue hardship on the company.
- Notification of a leave of absence must be submitted by the employee to the Operations Division, when required, prior to taking the leave.
- An employee who fails to return to work the first work day after the expiration of the leave of absence shall be deemed to have resigned, unless the employee, prior to the expiration of the leave of absence, has made application for and has been granted an extension of the leave of absence.
- Leave without pay used during Family and Medical Leave counts toward 90-day leave that can be granted by the appointing authority.
- It is the responsibility of the appointing authority to track employees on leaves of absence and to notify Operations Division upon their return.
- It is not appropriate for Care Staffing Professionals managers and supervisors to encourage or coerce employees to request leaves of absence so that the department may save money or meet their budgetary responsibilities. It is also inappropriate for Care Staffing Professionals managers and supervisors to schedule leaves so as to provide benefits for an employee over an extended period of time (beyond 30 days).

Service accruals and employee benefits may be affected by a leave of absence without pay. During a leave of absence without pay, employees may be entitled to continuation of medical insurance as required by the Patient Protection & Affordable Care Act. See EPP #12 – Employee Benefits for more information.

Internet Links

Equal Employment Opportunity Commission (<https://www.eeoc.gov/>)

State of California Employment Development Department Employer Services
(http://www.edd.ca.gov/Employer_Services.htm)

Additional Resources

Also see:

- EPP 3 – Americans with Disabilities Act
- EPP 11 – Family and Medical Leave Policy
- EPP 20 – Military Leave