

## **WHITING FORENSIC HOSPITAL OPERATIONAL PROCEDURE MANUAL**

<b>SECTION II:</b>	ORGANIZATION FOCUSED FUNCTIONS
<b>CHAPTER 8:</b>	Management of Human Resources
<b>PROCEDURE 8.15:</b>	<b>Leave of Absence</b>
<b>Governing Body Approval:</b>	April 29, 2018
<b>REVISED:</b>	

**PURPOSE:** To insure that employee requests for leaves of absence are handled in a consistent and uniform manner and to provide for proper consideration of such requests by taking into account evaluation of employee needs, departmental objectives and quality of care.

**SCOPE:** All WFH employees

**POLICY:**

Whiting Forensic Hospital (WFH) recognizes that certain circumstances (including, but not limited to, maternity leave, medical leave, personal leave, family leave) require a prolonged absence from work. It is the policy of WFH to approve/disapprove requests for leave of absence in advance following consideration of patient care and staffing needs in accordance with appropriate collective bargaining contract provisions and/or Connecticut General Statutes.

**PROCEDURE:**

All requests for leaves of absence must be made in writing, in advance, and if such is available, on the proper form, with supporting documents where required and be pre-approved to the extent possible. It is recognized that certain personal situations may not provide for the required advance notice. These situations will be reviewed and considered on an individual basis. A leave of absence may be with pay, partial pay or without pay. It may be with position

held, not held or a combination of the two.

Requests must be submitted to the Facility Human Resource Director.

A. Consideration of all requests for a leave of absence shall include:

1. The nature of the request and the needs of the employee
2. Possibility of alternate work schedules in lieu of granting the request (Voluntary Schedule Reduction Program).
3. Impact on departmental workload and objectives.
4. Impact on direct care services and quality of care to clients.
5. Ability to meet Hospital goals and objectives.

B. Granting of Request

The Facility Director of Human Resources shall forward a notification of the approved request to the supervisor, Unit Director and Department Director. A copy will also be made for the employee's personnel file and the DMHAS Payroll Department. The Facility Director of Human Resources will notify the employee of the approval in writing. If the employee is absent from work, the Facility Director of Human Resources will notify him/her by mail.

C. Denial of Request

In the event a request is denied, the Facility Director of Human Resources will notify the employee, in writing, of the denial. The Facility Director of Human Resources shall forward a notification of the denied request to the supervisor, Program Director/Unit Director and CEO. A copy will also be made for the employee's personnel file and the

DMHAS Payroll Department.

D. Supervisor's Responsibility

1. It will be the responsibility of the supervisor and department administration to insure that the employee's time sheet is completed with the appropriate time and attendance coding until such time as the employee returns to work. Instruct the employee to return to the Human Resources Department prior to returning to work within the Department.
2. It is also the responsibility of each Department Director, Program Manager, Unit Director and supervisor to insure that their employees are informed of, understand and comply with this procedure.

E. Human Resource Department Responsibility

It is the Human Resource Department's responsibility to insure that the employee submits the proper documentation to substantiate the leave of absence request (including but not limited to, medical certificate (for self or family member, adoption papers, etc.) including any extensions of leaves and if applicable, return to work documentation. Upon employee's return to work, Human Resources will contact Staff Development to verify outstanding training requirements.

F. Procedures for Specific Leaves:

1. Extended Educational Leave: Refer to Commissioner's Policy Statement No. 41 Dated May 15, 1997 and General Letter #28 (Revised), Dated December 23, 2004.
2. Military Leave: Military leave will be granted in accordance with the appropriate collective bargaining agreement and/or Office of Labor Relations General Notice 83-2, "Military Leave Policy."
3. Other requests for military leave may be approved in accordance with hospital policy and the appropriate collective bargaining agreement. Authorized leave without pay should not normally be used unless all earned leave time, with the exclusion of sick leave time, has been exhausted.
4. All requests for military leave must be submitted using "Leave Request" (MHAS-3) and accompanied by a copy of the training schedule and/or official orders.

5. Employees who are members of the Reserves/National Guard should obtain copies of their training schedules and provide copies to their supervisors. This would provide both the supervisor and employee the opportunity for work schedule adjustments to military duty obligations.
6. All requests for family or medical leave shall be submitted, as far in advance as practicable, to the Centralized FMLA Unit on the Employee Request Form (FMLA-HR1 rev. 3/2009) which must be completed and signed by the employee. All required documentation must be attached to the application. Refer to DMHAS Personnel Policy and Procedure #AC-230-D29. Leaves will be granted in accordance with applicable statutory language.