

Leave of Absence – Personal HR.L20

Regulation(s): None
L-Tag(s): None

POLICY: Lifesong Hospice and Palliative Care is committed to providing employees with reasonable time off to take care of personal demands or emergencies. Approval of a personal leave of absence is at the sole discretion of the Executive Director.

PROCEDURE:

1. Employees must submit a request for personal leave to their immediate supervisor. When the request is not an emergency situation, employees are required to provide a minimum of 60 days prior notice to request a personal leave of absence.
2. Eligible employees may request personal leave only after having completed six (6) months of service. Eligible individuals include full time and regular part time employees (scheduled more than 20 hours per week).
3. Personal leave may be granted for a period of up to 30 calendar days every year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days.
4. The hospice requires that the personal leave of absence include any paid time off that has been accrued at the time when the approved leave commences.
5. Requests for a personal leave of absence are evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence. Each request will be reviewed and approved or not approved on a case-by-case basis.
6. All benefit accruals, including paid time off and seniority will be suspended during the leave and will resume upon return to active employment.
7. When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Lifesong Hospice and Palliative Care cannot guarantee reinstatement in all cases, and termination of employment may result.

Created:	Reviewed:	Revised:	Effective:
7/18	2/19		4/2019
Reviewed:	Reviewed:	Reviewed:	Reviewed:

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8. No other employment activities may be undertaken while an employee is on a personal leave of absence.
9. At least seven (7) days before returning to work from the approved personal leave of absence, the employee must contact the hospice and state the intent and date to return to work.
10. If an employee fails to report to work promptly at the expiration of the approved leave period, Lifesong Hospice and Palliative Care will assume the employee has resigned and the employment termination process will commence.

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