



HEALTH RESEARCH ASSOCIATION

1640 Marengo Street – 7th Floor
Los Angeles, CA 90033

POLICY

Subject: LEAVES OF ABSENCE	Issued By: HUMAN RESOURCES
	Approved By: Kathleen R. Hurtado President & CEO

Policy #: 504	Issue Date: October 15, 1982	Revised Date: July 15, 2005	Effective Date: August 1, 2005
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Reference:
Revised and adapted from LAC + USC Healthcare Network Policy #504 as well as HRA’s old policy #HRD-005, dated 7-1999, and entitled “Leaves of Absence.”

PURPOSE

To ensure that HRA has uniform procedures for the review and approval – or denial – of requests for leave; and also to ensure that such requests are processed in a fair and equitable manner. Such procedures shall be in conformance with applicable County of Los Angeles Administrative Codes, Civil Service Rules, and Department of Health & Human Services guidelines. If a state or federal law is amended before this policy can be updated, the most recent state or federal amendment will take precedence.

POLICY

HRA’s President & CEO shall have full and sole authority to grant requests for leaves of absence under the following circumstances:

1. **FOR PROLONGED DISABILITY OR BEREAVEMENT:** At the discretion of HRA’s President & CEO, Staff-Members with compelling individual circumstances – such as prolonged disability or bereavement – may be approved for leaves of absence on a case-by-case basis. In the case of bereavement due to the death of an immediate family member – defined as spouse, parent, sibling, child, legal guardian, grandparent, grandchild, in-laws or significant others – eligible employees shall receive full pay (excluding hourly employees) for three consecutive workdays off in order to arrange and attend funeral services. Time off in excess of three workdays is available upon prior written approval of HRA’s President & CEO, and shall be without pay – unless the employee has, and wishes to use, vacation benefits;
2. **PERSONAL EMERGENCIES/FAMILY LEAVE:** The Federal (FMLA) and State (CFLA) Family Leave Acts allow employees to balance their work and family life by taking reasonable paid or unpaid leave for certain reasons. **For full eligibility and entitlement rules, please see: HRA Policy #504.1 entitled “Family Leave Act;”**



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3. **WHEN CIVIL CODES PREVAIL:** Upon verification of original documentation, and subject to the approval of HRA’s President & CEO; persons required by prevailing Civil Codes to have leave for Military Service (Please also refer to item #6 below, entitled “Military Leave”), Legal Witness Duty, or Jury Duty (Please also refer to HRA Policy #515 entitled “Jury Duty”) shall be afforded leaves of absence on a case-by-case basis;
4. **WHEN IT IS IN THE BEST INTERESTS OF STAFF-MEMBERS & HRA:** Subject to approval of HRA’s President & CEO, leaves of absence may be granted to Staff-Members when it is deemed to be in the best interests of both the requesting Staff-Member, and HRA’s needs of service; such as education, training and/or personal reasons;
5. **TIME OFF FOR VOTING:** HRA Staff-Members who are unable to vote during non-work hours, may make advanced arrangements in order to take up to two hours off from work – with pay – to vote in a public election. Advance written approval must be obtained from a Staff-Member’s supervisor. Such time off must be taken at the beginning – or at the end – of the Staff-Member’s regular workday schedule, whichever allows for more time;
6. **MILITARY LEAVE:** An HRA Staff-Member who enters the Armed Forces of the United States of America will be placed on an extended leave – without pay – in accordance with applicable federal laws. Upon completion of military service, the Staff-Member will be reinstated to their former position – or to a comparable position – if application for re-employment is made within 90 calendar days of release from the service, or upon release from hospitalization following such service. A Staff-Member who is a member of the USA National Guard – or of a reserve component of the USA Armed Forces – upon furnishing a copy of the official order or instructions – shall be granted an unpaid military training leave. Training leaves of absence will not – except in an emergency, or in the event of extenuating circumstances – exceed two weeks a year, plus reasonable travel time.



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GUIDELINES: The following guidelines shall be used when determining whether or not a Staff-Member qualifies for a leave of absence:

1. **FACTORS TO BE CONSIDERED WHEN GRANTING LEAVES:** Subject to any applicable legal restrictions, requests for leaves of absence will be considered – on a case-by-case basis – using the following criteria:

- A Staff-Member’s Length of Service;
- A Staff-Member’s Historical Performance;
- The Responsibility Level of the Staff-Member;
- The Reason for the Staff-Member’s Request;
- The Ability of HRA to Find a Suitable Replacement Worker;

2. **90-DAY CONDITIONAL EMPLOYMENT PERIOD:** All regular, full-time employees are eligible for a leave of absence upon successful completion of the 90-day conditional employment period. Additionally, such employees are eligible for a leave of absence before completing their conditional employment period where required by state or federal law. For example, leaves of absence may be granted to an employee during their conditional employment period for a work-related disability, Jury Duty, Legal Witness Duty, or Military Duty. If an HRA employee is out on leave for an extended period of time during the first 90 days of their conditional employment period, the employee’s conditional employment period will be extended by the exact number of days that they were out on leave;

3. **FAILURE TO RETURN TO WORK = VOLUNTARY TERMINATION:** If an employee accepts other employment, or fails to return to work on their next regularly scheduled workday following the expiration of their leave, the employee will be considered to have voluntarily terminated their employment with HRA;

RESPONSIBILITY

Human Resources / Supervisors / Employees / Staff-Members

REFERENCES

Los Angeles County Code, Section 5.16 & Civil Service Rule 16