

SERENITY BEHAVIORAL HEALTH SYSTEMS

SUBJECT: ADMINISTRATION OF EMPLOYEE LEAVE PROGRAM
POLICY NUMBER: HR-7.02
EFFECTIVE DATE: June 1997
SUPERSEDES: N/A
LAST REVISION DATE: February 2010

POLICY:

It is the policy of Serenity Behavioral Health Systems (SBHS) to provide a comprehensive leave program for eligible employees. Supervisors are responsible for managing leave in accordance with this policy. The leave program is to be administered in the same manner for eligible classified and eligible unclassified employees.

ABSENCES FROM WORK:

- I. All absences from work should be recorded as one of the following:
 - A. Annual Leave
 - B. Organ Donation Leave
 - C. Sick Leave
 - D. Voting Time
 - E. Family Medical Leave With Pay (accrued leave is charged)
 - F. Special Injury Leave
 - G. Suspension With Pay
 - H. Family Medical Leave Without Pay
 - I. Suspension Without Pay
 - J. Court Leave
 - K. Personal Leave Authorized
 - L. Regular Leave of Absence Without Pay
 - M. Military Leave
 - N. Bone Marrow Donation Leave
 - O. Contingent Leave of Absence Without Pay
 - P. Disaster Volunteer Leave
 - Q. Blood Donation Leave
 - R. Short-term/Other Leave Without Pay
- II. Employees who are away from their regular worksite on official business are in work status and are not charged leave.
- III. In all instances, employees must request and receive approval for absences from work and maintain communication with management as required.

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- IV. Employees must not be allowed to use annual or sick leave before such leave is earned.
- V. Leave is to be charged for actual time of usage. Employees are to be charged only for the time they are absent and cannot be required to remain away from duty as a matter of convenience for charging leave. Employees cannot be required to work any part of a period for which leave or leave without pay is charged.
- VI. Employees who do not have leave accrued to cover a brief period of absence, but are otherwise authorized to be absent, are to be placed on Short-term approved leave without pay, up to a maximum of fifteen (15) calendar days.
- VII. Employees may be placed on Short-term unapproved leave without pay for the amount of time they are absent from work without supervisory approval, up to a maximum of fifteen (15) calendar days.
- VIII. The processing of leave without pay actions should be discussed with the Human Resources Department.

FAMILY MEDICAL LEAVE:

In order for employees to receive pay while on family medical leave, the absences must be charged to sick, annual or personal leave, as appropriate.

MONITORING ATTENDANCE:

The attendance and leave records of employees are to receive careful attention and review.

- I. Employees should be encouraged to maintain reasonable leave balances to protect themselves against income loss due to accident or illness.
- II. Employees who are frequently tardy or absent should be counseled and may be placed on attendance plans if determined appropriate. Additional absences should be closely monitored.
- III. Employees who are tardy and/or absent without approval should not be allowed to use accrued leave or be placed in an authorized leave without pay status.
- IV. Employees whose attendance is not acceptable should not be recommended for performance based salary increase. Such employees are subject to disciplinary action up to and including separation from employment.

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MAINTENANCE OF RECORDS:

- I. Each SBHS program must designate an employee to maintain the official program leave records of employees in that program.
- II. Under no circumstances should designated employees maintain their own official leave records.
- III. Leave audits will be conducted randomly by the HR Department. The total number of hours being accrued per month (10, 12 or 14 annual) and 10 sick along with number of hours used will be checked for accuracy. If there is a discrepancy, the HR Department will work to determine the correct figure. Adjustments will only be made after the Human Resource Manager has signed a revised report that they are aware of and agree with the change.

WORKER'S COMPENSATION ABSENCES:

- I. If employees are absent due to a worker's compensation claim, employees have the option of:
 - A. Using some or all of their accrued Fair Labor Standards Act compensatory time, sick, annual or personal leave
 - B. Receiving workers' compensation payments for lost salary during the period of disability
- II. Employees must provide written notification of the selected option to the Benefits Coordinator.
- III. Employees who choose to receive worker's compensation payments for lost salary will be placed on leave without pay. Employees cannot receive workers' compensation payments and regular salary (i.e., use of accrued FLSA compensatory time or leave) at the same time.
- IV. Absences due to a worker's compensation claim which qualifies as a serious health condition will be charged to family medical leave with and/or without pay if available and as determined appropriate.

SHORT-TERM/ LONG-TERM DISABILITY PAYMENTS:

Employees who carry Short-term Disability and/or Long-term Disability Insurance through the Flexible Benefits Program may be eligible for weekly payments after they have met the qualifying period.

- I. Employees cannot receive disability payments for time they are at work or on duty or while on sick leave.

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- II. Employees must choose to use annual or personal leave or request to be placed on leave without pay in order to receive Short-term or Long-term Disability Insurance payments.

TRANSFER OF LEAVE:

When an employee transfers between positions entitled to earn leave without a break in service, annual, sick and personal leave balances and forfeited leave transfer with the employees.

- I. SBHS will accept leave balances transferred from other state agencies, authorities, Community Service Boards or County Boards of Health. Employees hired from the Board or Regents are considered new hires and cannot transfer leave accumulated with the Board of Regents.
- II. If leave is accrued at a different rate with the previous employer, the employee will not be given credit for more leave than the employee could have earned if continuously employed with the SBHS.

LUMP SUM PAYMENT FOR ANNUAL LEAVE:

Employees who are granted a leave of absence without pay for at least thirty (30) calendar days may be paid in lump sum for all accrued and unused annual leave that has not been forfeited up to a maximum of 360 hours.

BREAK IN SERVICE:

- I. Upon a break in service, employees are paid for up to 360 hours of accrued and unused annual leave. Sick leave and personal leave balances are lost. Forfeited leave balances are also lost, but may be used for retirement credit purposes if employees later return to State government under the Employee Retirement System. This does not apply to employees under the 401-K.
- II. A “break in service” is at least one work day that an employee is not in employment status and does not receive pay. Leaves of absence without pay and suspensions are not considered breaks in service.

REFERENCE:

- I. Rules of the State Personnel Board – Rule 16
- II. SBHS Leave Policies
- III. [SBHS Policy HR-18.03 – Leave and Payment for Workers’ Compensation and Special Injury Claims](#)
- IV. Governor’s Executive Order dated September 13, 1996 (Leave for unclassified employees)

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APPROVAL SECTION:

Chief Executive Officer

Date

Committee Chairperson

Date

RESCISSION SECTION:

Chief Executive Officer

Date

REVIEW SECTION:

Committee Chairperson

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Committee Chairperson

Date

Committee Chairperson

Date