

## **SERENITY BEHAVIORAL HEALTH SYSTEMS**

**SUBJECT:** SHORT-TERM/OTHER LEAVE WITHOUT PAY  
**POLICY NUMBER:** HR-7.07  
**EFFECTIVE DATE:** June 1997  
**SUPERSEDES:** N/A  
**LAST REVISION DATE:** February 2010

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### **POLICY:**

It is the policy of Serenity Behavioral Health Systems (SBHS) that employees may be placed on Short-term/Other Leave Without Pay for various reasons. This leave without pay may be either approved or unapproved, as indicated below. Short-term/Other Leave Without Pay must not continue for more than fifteen (15) calendar days in a continuous period of absence. A Request for Personnel Action Form must be completed to place employees on Short-term/Other Leave Without Pay.

### **APPROVED LEAVE WITHOUT PAY:**

- I. Employees who are absent with supervisory approval, but do not have accrued leave to cover the absence, are to be placed in a non-pay status for the period of absence.
- II. Employees who are absent with supervisory approval and choose not to use available paid leave are to be placed in a non-pay status for the period of absence.

### **UNAPPROVED LEAVE WITHOUT PAY:**

Employees who are absent without supervisory approval are to be placed in a non-pay status instead of allowing them to use accrued leave for the period of absence. Employees absent without approval are subject to disciplinary action, up to and including separation.

### **FAIR LABOR STANDARDS ACT (FLSA) EXEMPT EMPLOYEES:**

- I. FLSA exempt employees can be placed on Short-term/Other Leave Without Pay for absence from work, as indicated above.
- II. The act of placing an employee on unauthorized leave without pay is not, in and of itself, considered a disciplinary action.

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NOTE: Federal law prohibits the placement of Classified FLSA exempt employees in a non-pay status for a period less than a full FLSA work period of forty (40) hours for disciplinary purposes. Program Managers can use their discretion for unclassified employees.

**REQUIRED ACTION:**

When employees are absent from work on Short-term/Other Leave Without Pay for the maximum period of fifteen (15) calendar days, one (1) of the following occur:

- A. Employees must return work
- B. Appropriate leave or leave without pay must be requested and approved
- C. Employees must be separated from employment

**REFERENCES:**

- I. Rules of the State Personnel Board – Rule 16
- II. DHR Human Resource/Personnel Policy – Disciplinary Actions, including Adverse Actions, for Classified Employees

**APPROVAL SECTION:**

\_\_\_\_\_  
Chief Executive Officer

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Date

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Committee Chairperson

\_\_\_\_\_  
Date

**RESCISSION SECTION:**

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Chief Executive Officer

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Date

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**REVIEW SECTION:**

\_\_\_\_\_  
Committee Chairperson

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Date

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Committee Chairperson

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Date

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Committee Chairperson

\_\_\_\_\_  
Date