

**Human Resource Benefits & Compensation  
Policy Protocol  
HR.BNC.12 General Leave  
Effective: 03-20-18**

**EMPLOYEE**

**How should an employee request a General Leave?**

It is the employee's responsibility to request a leave of absence from their Human Resources (HR) at least 30 days in advance of the General Leave or as soon as practicable. The employee should submit the Request for General Leave of Absence form including the HR signature to their Supervisor and Department Head/Director for approval.

**What are the employees responsibilities while on General Leave?**

- Comply with all terms and conditions of any leave granted
- Make arrangements to pay benefit premiums when appropriate.

**What is the return to work process?**

It is the employee's responsibility to return to work, or notify HR of his or her intent to do so, at the end of an approved leave. Otherwise, the employee will be considered to have voluntarily terminated employment.

**SUPERVISOR**

**What are the Supervisor and Department Head/Director responsibilities?**

- Direct employee to consult with the HR Leave Representative to discuss the employee's need for a General Leave of Absence.
- Ensure the employee's Request for General Leave of Absence form includes an HR signature before approving/denying.
- Review the employee's General Leave of Absence request on the basis of the employee's length of service, performance, responsibility level, reasons for the request and the facility's ability to obtain a satisfactory replacement during the time the employee will be absent from work.
- If the request is approved, then sign the General Leave of Absence Request form and instruct the employee to submit the form back to the HR Leave Representative for processing.
- Communicate with H R during the employee's leave and follow any directives from H R regarding the employee's return to work.

**HUMAN RESOURCES**

**What are the H R Leave Representative's responsibilities?**

- Assist employees seeking a General Leave of Absence.
- Determine if a General Leave of Absence is the most suitable leave type based on the employee's need for leave.
- If the request meets the requirements for General Leave, then sign the Request for General Leave of Absence and return the form to the employee for their Supervisor

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and Department Head/Director to review for approval.

- Designate the leave requested as General Leave and ensure that all communications with the employee on General Leave are delivered in writing and by all means appropriate.
- Provide guidance and support to Supervisors in administration of this policy.
- Inform Supervisor of any return to work changes.
- Process the Personnel Change Notice (PCN) or equivalent when the employee's status changes and file in the employee's personnel file.
- Administer the leave in accordance with the guidelines established for General Leaves.
- Work with the employee to reconcile overpayment or underpayment in relation to benefits coordination.
- Consult with Legal before terminating any employee on General Leave.