City of Long Beach
Department of Human Resources

PERSONNEL POLICIES AND PROCEDURES

Subject: EXTENDED LEAVE OF ABSENCE **Effective: 6/30/88**

Number: 5.1

I. POLICY STATEMENT

A permanent employee may be granted an unpaid Extended Leave of Absence up to one year for a variety of non-medical reasons such as travel, education, or to care for dependents. See the Temporary Disability Leave Policy for leaves for medical reasons.

II. PROCEDURES

A. Requesting a Leave

1. With the exception of an emergency situation, employees must advise their supervisor a minimum of one month in advance or whenever the need for a leave of absence arises, whichever is earlier.

2. The employee must complete the top portion of the "Request for Extended Leave of Absence form which is then given to the supervisor for review and signature. The department head must also sign the "recommended/deny" portion.

3. If the request for leave is approved, City-Manager departments shall forward the request form to the Department of Human Resources where it will be approved or denied and returned to the requesting department. With the exception of an emergency, departments must obtain approval prior to the effective date of the leave.

B. Granting a Leave

1. Management should ensure that a request for leave is responded to promptly, indicating whether the request is to be granted, modified, or denied. It is important that a department be consistent when approving a request for leave and also when determining the length of time that a leave be granted. For example, a request for leave for education would probably encompass a school year while requests for a leave for travel or to care for dependents would generally be for three or four months. Establishing general guidelines will still allow a department flexibility when considering special needs.

   Supervisors and department heads are encouraged to use the following guidelines when considering a request for leave.

   - Employee will not be employed while on leave
   - Criticality of position
   - Impact on the department
   - Employee performance and attendance
   - Expectation that the employee will return from leave
   - Whether an employee had been granted a leave in the past
   - The City will indirectly benefit by granting a leave

2. Prior to granting an extended leave, departments may require that an employee first exhaust accrued overtime, vacation and personal holiday hours. However, an employee may retain accrued time in the amounts stated in the various memorandums of understanding.

3. An extended leave requires completing a P-1. Refer to the Payroll Personnel Procedures Manual for instructions.

4. Advise employees that they are entitled to return to the same or a substantially-similar position. They must also be advised that, in an unpaid status, they are responsible for payment of all insurance premiums, including the City portions.

C. Denying A Leave

1. Departments must have a standard that is equitably applied when denying a request for leave. The following reasons may be used as a basis for denying the request.

   - Criticality of position
   - Adverse impact on the department
   - Poor work performance and/or poor attendance
   - Recent disciplinary action
   - Employee previously granted a leave of absence
   - Expectation that the employee may not return from leave

2. If unable to immediately determine whether a leave will be granted, advise the employee when a decision can be anticipated.

D. Returning From Extended Leave of Absence

1. Approximately one month prior to the end of a leave, an employee must notify the City in writing of the expected date of return to work. In addition, an employee who feels an extension of the leave may be required, should immediately notify the department in writing.

2. An employee who has been on leave for 180 consecutive days must be examined at the Health Department prior to return to payroll. The departmental Payroll/Personnel Assistant must schedule an appointment with the Health Department, advising the employee of the date and time.

3. A return from an extended leave requires the completion of a P-1. Refer to the Payroll Personnel Manual for instructions.

III. DEFINITIONS

IV. REFERENCES

A. Payroll Personnel Procedures Manual, Volume II: Section 55.3 - Extended Leave of Absence

B. 1986-89 Memorandums of Understanding between the City of Long Beach and Long Beach City Employee's Association: Article Three, Section II-C - Sick Leave

C. Personnel Ordinance: Section 1.20 - Leaves of Absence

D. Civil Service Rules and Regulations: Article VII, Section 127 - Physical Examination After Absence

V. APPENDICES/FORMS

Request for Extended Leave of Absence (5-88)