Policy Statement:
Leave of absence forms must be completed by employees for all requests. These forms should be submitted to Human Resources at least 30 days in advance of requested leave or as soon as foreseeable.

Procedure:

Employees requesting an extended period of time away from the job are to complete the Leave of Absence form. These are examples of situations requiring the use of the Leave of Absence form:

- Extended illness or surgery with a recovery period of several or more weeks
- Active Military Duty or Reserve training
- FMLA-eligible leave
- Approved Medical Leave
- Parental leave

Employees are required to use any accrued PTO (and/or, where applicable for employees employed since 2003, accrued paid time from the Catastrophic Sick Bank) for illnesses or bereavement leave lasting more than 3 days toward any approved leave for FMLA, approved medical leave, parental leave, or other extended absences for health or other personal reasons.

An employee on extended military duty may receive his/her normal pay if s/he elects to return to PHS military remuneration when the time away from the job is less than four weeks.

All requests for a Leave of Absence are to be made at least 30 days prior to the time of the leave when the date is foreseeable, or as soon as possible if the date is more immediate. An employee who fails to return to work on the original or extended agreed upon date will be considered to have resigned.

References:
Employee handbook page 42

Policy Cross References: