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POLICY

The Johns Hopkins Health System Corporation (JHHSC) and The Johns Hopkins Hospital (JHH) recognize that employees may need time off from work for an extended period due to the following reasons: (1) health, (2) dependent care, (3) personal, (4) educational, and (5) military (*see policy HR330*). This policy also applies to Bargaining Unit employees unless otherwise noted in the Collective Bargaining Unit Agreement.

Leave of Absence

A Leave of Absence (LOA) is an authorized period of absence from work that exceeds two (2) weeks in continuous length and is at the request of the employee or management. If the period of time is less than two (2) weeks (*if Family Medical Leave (FML) is not applicable*) the department may authorize the absence and use appropriate payroll coding (See *Handbook to Absence/Attendance Codes*). If the absence exceeds two (2) weeks and the employee is not eligible for FML, then the employee may make a request for leave verbally or the department may initiate and approve the LOA based on consultation with the HR Service Center/Benefits Department. If an employee is unable or fails to request a LOA, the department may administratively grant the leave by completing the LOA application on his/her behalf. An employee is eligible to receive income through other methods during an approved leave of absence (PTO, Sick, Vacation, or Short/Mid-Term Disability).

Eligibility

Eligibility for a Health, Dependent Care or Personal leave is limited to employees who are regularly scheduled to work twenty (20) hours per week or more with the successful completion of their ninety (90)-day probationary period. Eligibility for an Educational Leave of Absence is limited to employees who have at least one (1) year of continuous service with JHHSC/JHH.

Length of Time

The maximum period that may be granted for a Leave of Absence is **twelve (12) months total, including any approved continuous Family Medical Leave (FML) time**. The interpretation of "*any approved FML time*" represents continuous leave which leads directly into an LOA absence. Although FML may be approved and utilized by an employee in intermittent segments of time, and can eventually be exhausted per a rolling calendar year, the employee would still be eligible for the potential twelve (12) months of leave starting from the first **continuous absence**. See *Examples below*.

There are no defined blocks of time for approval; however, a LOA may be approved in segments of time (example: 15 days/45 days/120 days). A Leave of Absence may be extended based upon the department manager/director's discretion, up to the maximum twelve (12)-month total duration minus any continuous FML time taken*. The LOA may also be granted in one lump approval period for the maximum time frame duration.


Example #1: Employee is approved for FML effective 1/1/2009: Twelve (12) weeks continuous (3/26/2009). A LOA would commence on the date after FML was exhausted, 3/27/2009. The maximum approval length under LOA would be 12 months including any FML time taken: 3/27/2009 - 1/1/2010 (twelve (12) months from the approved effective date of FML leave).

Example #2: Employee is approved for intermittent FML effective 1/1/2009: Sixty (60) intermittent days per year (1/1/2010). The employee exhausts all eligible FML time per rolling calendar year effective 7/1/2009. The employee then has the need to be absent for a continuous period of time and thus requests a Health LOA. The LOA would take effect on the date the new continuous absence would start; example of 9/1/2009. The maximum approval length under LOA would be twelve (12) months from this initial date of 9/1/09 – 9/1/2010 as FML was not used in a continuous block leading to the LOA request.

*Reference section titled "*Guaranteed Reinstatement- 10 Years of Service*"

Provisions on Leave of Absence

The LOA is not guaranteed or considered an entitled benefit, but subject to the discretion of the department and HR Service Center/Benefits Department. Please reference the section titled "*Guaranteed Reinstatement- 10 Years of Service*" for qualifications and procedures with an LOA approval. LOA may be granted for the following reasons:

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1. Health

- For work or non-work related disabilities resulting from illness (acute care or emotional), injury, pregnancy, or as an accommodation for a disability. The leave should not cause an undue hardship for the department.
- When an employee is not eligible for FML or FML has been completely exhausted (*HR verification is needed*).

2. Dependent Care

- LOA to provide care for a dependent may be granted by the department and HR Service Center/Benefits Department after all FML entitlement has been exhausted or if the employee is not eligible for FML.
- The dependent must meet FMLA eligibility guidelines (spouse, minor child, parent, or military service family member). See *FMLA Policy HR328 for definitions of dependents*. The department and HR Service Center/Benefits Department may approve additional dependent relationships which are not covered under FMLA guidelines on a case-by-case basis.

3. Personal

- LOA for personal reasons may be granted by the department in order for the employee to attend to personal needs or emergencies. Upon request from HR Service Center/Benefits Department, the employee may be required to document the need for leave.
- The department should reference the factors for consideration in granting a request for a Personal or Educational Leave of Absence (*below*).

4. Educational

- An Educational Leave may be granted by the department, under the following conditions:
 1. The training being received is for a job or skill that benefits JHHSC/JHH.
 2. The training is received from an approved, accredited institution.
- Eligibility for an Educational LOA is limited to employees who have at least one (1) year of continuous service with JHHSC/JHH.
- The department should reference the factors for consideration in granting a request for a Personal or Educational LOA (*below*).

Factors for Consideration of Granting a Personal or Educational Leave


A department should consider the following factors in reaching a decision of whether to grant a Personal or Educational LOA: (1) nature of the leave; (2) urgency; (3) length of leave; (4) length of service; (5) performance and work record; (6) department's workload; (7) previous absences/reasons for them.

5. Military

- Refer to the Military Leave policy (*HR330*) for eligibility and policy procedures.
- *The Military Leave policy may be obtained through the Human Resources Web site or at the HR Service Center/Benefits Department Phipps 455 (<http://www.hopkinsmedicine.org/jhhr/PoliciesProcedures>.)*

Leave of Absence Application

A LOA Application should be completed by both the employee and department management. Once completed, the application should be submitted to the HR Service Center/Benefits Department for authorization and processing. Please obtain the LOA application on the Human Resources Web site (<http://www.hopkinsmedicine.org/jhhr/Forms/>) or at the HR Service Center/Benefits Department (Phipps 455).

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Benefit/Insurance Plan Continuation

1. Health & Dependent Care:


Employees who are placed on a Health or Dependent Care LOA are eligible to continue their medical and dental insurance while on LOA as long as they have elected coverage prior to the Leave. The employee will be required to complete the LOA application and submit for processing/approval to the HR Service Center/Benefits Department. Upon receipt of the LOA application, a letter will be sent to the employee regarding the continuation of benefit coverage. It is an employee's obligation to ensure receipt of a LOA application to the HR Service Center/Benefits Department. An employee may elect to waive the continuation of medical and/or dental insurance under the continuation of benefit coverage notice. The employee will be responsible to pay all premiums throughout the approved leave period for any active benefits.

Once the LOA request has been approved and processed, the Benefits Department will mail a LOA acknowledgement notice to the employee. This notice will confirm all eligible-benefit elections with the current premium rates. The employee will be given the opportunity to deny the continuation of coverage. Failure to respond will result in an automatic continuation of coverage and premium payment responsibility. The Benefits Department will mail a monthly invoice to an employee's home address for each month of leave with any benefit premiums that have not been paid. The employee is required to ensure his/her address information is accurate by contacting the HR Service Center/Benefits Department. The schedule of billing is administered in a retroactive manner after each calendar month closes. The Benefits Department will send the invoice upon closure of the last payroll cycle for any unpaid premiums which occurred in the prior month. Payment is due within ten (10) calendar days from the date of the invoice. If payment is not received by the specified due date, the employee's benefit account will be marked as delinquent with a thirty-one (31) calendar day grace period for payment. Failure to submit payment in full, with a postmark of the final date of the grace period, will result in a retro-active termination of insurance coverage based, on the last date of payment received. If an employee submits less than the full sum of the invoice, benefit coverage will be considered delinquent. A final cancellation notice will be mailed to an employee when lack of payment has occurred beyond the grace period. If an employee continues benefit coverage through the LOA period, any medical or dental insurance claims will be processed the same as under active employment status.

When on an approved LOA, an employee is eligible to participate in the annual Open Enrollment period. Any eligible benefit plans may be elected or terminated during Open Enrollment, regardless of the LOA status for an employee. Under the IRS regulations, an employee on a LOA is also eligible to alter any eligible benefits with a Qualifying Life Event (QLE). Refer to the Guide to Benefits booklet on the HR Web site or contact the HR Service Center/Benefits Department at 410-955-6208 for a list of eligible QLEs.

Once on a Health or Dependent Care leave, the chart below reflects the actions taken for all registered benefits:

Benefit Type	Action Taken
Medical Insurance	<i>Continued Coverage</i>
Dental Insurance	<i>Continued Coverage</i>
Basic Life/AD&D	<i>Continued Coverage for LOA period</i>
Supplemental Life/AD&D	<i>Continued Coverage for LOA period</i>
Spouse Life Insurance	<i>Continued Coverage for LOA period</i>
Child Life Insurance	<i>Continued Coverage for LOA period</i>
Short Term Disability	<i>Immediate Termination (Unless Already Approved)</i>
Long Term Disability	<i>Continued Coverage for LOA period</i>
Healthcare FSA	<i>Immediate Termination</i>
Dependent Care FSA	<i>Immediate Termination</i>
403(b)	<i>Continued Benefit if Deduction Taken</i>
Aflac	<i>Continued Coverage (Vendor billing)</i>
Pre-Paid Legal	<i>Continued Coverage (Vendor billing)</i>
Credit Union Loan	<i>Continued Benefit if Deduction Taken- Contact Vendor</i>
Employee Tuition	<i>Immediate Termination</i>
Dependent Tuition	<i>Immediate Termination</i>
Wellness Reward	<i>Immediate Termination</i>

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- Employment Seniority Coverage (90 days to 6 years of employment)

Employees with ninety (90) days to six (6) years of continuous service will continue their medical and dental insurance and are billed at the regular employee cost of the coverage. At the end of an approved LOA, employees will be eligible to continue the medical and dental insurance through COBRA (*Consolidated Omnibus Budget Reconciliation Act*). Refer to the passage titled "COBRA Continuation of Benefits".

- Employment Seniority Coverage (6 or more years of employment)

Employees with six (6) or more years of continuous service will receive a maximum of six (6) months free medical and dental insurance at no cost to the employee, during their total leave period. The period of free coverage begins once all eligible income ceases through JHHSC/JHH payroll (short term disability, accrued time balances, etc.). After the six month grace period, employees will assume responsibility to pay for the regular premium rates under the remaining LOA period. At the end of the approved LOA, an employee will be eligible to continue the medical and dental insurance through COBRA (*Consolidated Omnibus Budget Reconciliation Act*). Refer to the passage titled "COBRA Continuation of Benefits".

Example:

- Employee has less than six (6) years of employment and does not receive the Seniority Credit
- Employee would receive an Invoice from the Benefits Department after each calendar month has closed
- Failure to submit payment in full results in a retro-active termination of eligible benefits from the last date of payment

Example:

- Employee has over six (6) years of employment and is eligible for the Seniority Credit of 6 months free coverage
- Medical & Dental deductions continue as employee is earning sources of income through regular payroll cycles
- After all sources of income have ceased through regular payroll cycles (PTO/Sick/Vacation/STD/etc), then the 6 months of free coverage begins


2. Personal and Educational Reasons:

Employees on an Education or Personal leave are eligible to continue their medical and dental insurance at the full COBRA cost of the coverage. Benefit coverage will terminate at the end of the month from the leave effective date. When the LOA is processed into the system, a trigger will occur to send the COBRA application to an employee's home address. The employee is required to ensure his/her address information is accurate by contacting the HR Service Center/Benefits Department. The employee will be billed monthly at the monthly COBRA rate through the designated vendor, if benefits are elected. Please contact the HR Service Center/Benefits Department for the current COBRA rates of the plan year.

When under an approved LOA, an employee is eligible to participate in the annual Open Enrollment period. Any eligible benefit plans may be elected or terminated during Open Enrollment, regardless of the LOA status for an employee.

Once under Personal or Educational leave, the chart below reflects the actions taken for all registered benefits:

Benefit Type	Action Taken
Medical Insurance	<i>End of Month Termination</i>
Dental Insurance	<i>End of Month Termination</i>
Basic Life/AD&D	<i>End of Month Termination</i>
Supplemental Life/AD&D	<i>End of Month Termination</i>
Spouse Life Insurance	<i>End of Month Termination</i>
Child Life Insurance	<i>End of Month Termination</i>
Short Term Disability	<i>Immediate Termination</i>
Long Term Disability	<i>End of Month Termination</i>
Healthcare FSA	<i>Immediate Termination</i>
Dependent Care FSA	<i>Immediate Termination</i>
403(b)	<i>Continued Benefit if Deduction Taken</i>
Aflac	<i>Continued Coverage (Vendor billing)</i>
Pre-Paid Legal	<i>Continued Coverage (Vendor billing)</i>
Credit Union Loan	<i>Continued Benefit if Deduction Taken- Contact Vendor</i>
Employee Tuition	<i>Immediate Termination</i>
Dependent Tuition	<i>Immediate Termination</i>
Wellness Reward	<i>Immediate Termination</i>

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Example:

- Employee's Leave of Absence is effective 1/10/2009
- Medical/Dental Insurance will terminate at the end of the month (1/31/2009)
- COBRA eligibility effective date is 2/1/2009 for the employee to resume Medical/Dental insurance at the full cost of coverage

3. Military:

Refer to the Military Leave policy (HR330) for benefit eligibility details; Short Term Military Leave & Military Leave. Please obtain the Military Leave policy on the Human Resources Web site

(<http://www.hopkinsmedicine.org/jhr/PoliciesProcedures>) or at the HR Service Center/Benefits Department (Phipps 455).

When under an approved Leave of Absence, an employee is eligible to participate in the annual Open Enrollment period. Any eligible benefit plans may be elected or terminated during Open Enrollment, regardless of the LOA status for an employee.


Once on a Military Leave (greater than two weeks), the chart below reflects the actions taken for all registered benefits:

Benefit Type	Action Taken
Medical Insurance	<i>End of Month Termination</i>
Dental Insurance	<i>End of Month Termination</i>
Basic Life/AD&D	<i>Immediate Termination</i>
Supplemental Life/AD&D	<i>End of Month Termination</i>
Spouse Life Insurance	<i>End of Month Termination</i>
Child Life Insurance	<i>End of Month Termination</i>
Short Term Disability	<i>Immediate Termination</i>
Long Term Disability	<i>End of Month Termination</i>
Healthcare FSA	<i>Immediate Termination</i>
Dependent Care FSA	<i>Immediate Termination</i>
403(b)	<i>Continued Benefit if Deduction Taken</i>
Aflac	<i>Contact Vendor for Independent Policy Billing</i>
Pre-Paid Legal	<i>End of Month Termination</i>
Credit Union Loan	<i>Continued Benefit if Deduction Taken- Contact Vendor</i>
Employee Tuition	<i>Immediate Termination</i>
Dependent Tuition	<i>Immediate Termination</i>
Wellness Reward	<i>Immediate Termination</i>

COBRA Continuation of Benefits

Covered employees and their dependents that lose insurance coverage under a LOA are eligible to continue medical and dental insurance through COBRA (*Consolidated Omnibus Budget Reconciliation Act*). If an employee also elected annual contributions to a Health Care or Dependent Care Flexible Spending Account (*HFSA/DFSA*), then continuation of the contribution will be eligible through COBRA. Under the specific LOA types (Health, Dependent Care, Personal, Education, or Military) outlined above, the eligibility of medical, dental, HFSA, and DFSA benefits varies.

Health & Dependent Care: Employees are eligible to continue medical and dental insurance while under LOA status. When an employee reaches the end date of his/her approved leave period, a termination of employment will be issued. The termination of employment is the trigger event which will result in the expiration of any medical and dental benefits at the end of the month from the termination date. The COBRA application is mailed to an employee's last recorded home address based on the termination action. If an employee elects coverage continuation under COBRA, the medical and dental insurance will resume the first of the month from when the benefits terminated under leave. At that time, the employee will be billed monthly at the COBRA rate through the designated vendor, if benefits are elected. Contact the HR Service Center/Benefits Department for the current COBRA rates of the plan year.

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Example:

- Leave of Absence expires effective 6/15/2010
- Department processes employment termination effective 6/16/2010
- Medical & Dental insurance continue until the end of the month (6/30/2010)
- COBRA is triggered with benefits starting 7/1/2010, if elected

Personal & Education: The medical and dental insurance will automatically terminate at the end of the month from the leave effective date. The termination of coverage will trigger the COBRA qualifying event and the application will be mailed to an employee's home address. If an employee elects coverage continuation under COBRA, the medical and dental insurance will resume the first of the month from when the benefits terminated under leave. At that time, the employee will be billed monthly at the COBRA rate through the designated vendor, if benefits are elected. Contact the HR Service Center/Benefits Department for the current COBRA rates of the plan year.

Example:

- Leave of Absence is approved and effective 9/10/2010
- Medical & Dental insurance continue till the end of the month (9/30/2010)
- COBRA is triggered with benefits starting 10/1/2010, if elected

Paid Time Off (PTO), Sick and Vacation Time Balance

Any eligible time balances that an employee currently has in his/her bank prior to LOA commencement are qualified for payment during the leave period. The department must pay the employee with any available PTO, sick, or vacation time. The rate of payment is defined by the reason for leave and the approval of any Short or Mid-Term Disability benefits (*Long Term Disability does not impact department coding*).

An employee may receive income from Short and Mid-Term Disability (STD/MTD) benefits during an approved LOA period. The department must continue to pay the employee at the appropriate disability percentage with any remaining PTO, sick or vacation time balances. This will continue to be paid during the leave period as part of the regular bi-weekly payroll schedule. Once all disability benefits have been exhausted, any outstanding time balances will be paid 100% in accordance with the bi-weekly payroll schedule.

The department must pay an employee with any available PTO, sick or vacation time at the rate of 100% while under leave when disability benefits do not apply. The employee will be paid on a pay period basis until accrued leave is exhausted or the employee returns to work, whichever occurs first. While on an approved LOA, the employee will cease all time accrual eligibility.

Refer to the Collective Bargaining Agreement for related policies on bargaining unit employees while under LOA (accrual exception for sick/vacation).

Any remaining time balances at the exhaustion of leave will follow in accordance with the payout requirements in the PTO policy (*see policy HR326*).


Example: Employee regularly scheduled as 40 hours per week = STD 60%, PTO 40%

- Employee is out for Health leave and is approved for Short Term Disability
- PTO balance at LOA commencement: 100 hours
- Sample payroll codes to use for each day: *STW 4.8 (60% STD) & PTS 3.2 (40% PTO)*
- Once PTO exhausts, the payroll codes will reflect *LWS 100%* or *STW 100%*

Departments are strongly encouraged to consult the HR Service Center/Benefits Department for payroll assistance with Leaves of Absence

Pension Seniority Credit

The provisions of the Employee Retirement Security Act (ERISA) will apply in determining credited service, and a leave of absence granted under this policy will not otherwise affect credited service under the Pension Plan. Contact the Pension Department with any related questions (410-614-3494).

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Performance Reviews

The Performance Review Date will be adjusted for an employee whose leave exceeds thirty (30) calendar days in duration. All leave reasons are subject to this policy requirement. This adjustment will correspond to the amount of leave in excess of the thirty (30) calendar day elimination period (i.e., if the leave is a total of forty-five (45) days in duration, the employee's Performance Review Date will be adjusted fifteen (15) days forward from the previously scheduled Performance Review Date).

Example:

- Employee is approved for FML (1/1/09: 12 weeks continuous (3/26/2009)
- Approved for Health Leave of Absence effective 3/27/2009: 2 months (5/27/2009)
- The total calendar days under approved LOA = 3/27/09 - 5/27/09 = 61 days
- 61 days - 30 day elimination period = 31 day performance review date adjustment

Refer to the Collective Bargaining Agreement on related policies for Bargaining Unit employees while on LOA. If a Bargaining Unit employee returns from a continuous leave of absence, he/she shall receive no adjustment of the performance review date.

Guaranteed Reinstatement (Health Only) - 10 Years of Service

Eligibility for the Guaranteed Reinstatement agreement is limited to Full Time employees who are regularly scheduled to work forty (40) hours per week with the successful completion of ten (10) continuous years of service, prior to the commencement of the leave. This agreement applies to both non-bargaining unit employees (*Non-Union*) and bargaining unit employees (*Union*). The Guaranteed Reinstatement agreement is in effect as of the published date of this policy unless otherwise noted in the Collective Bargaining Agreement. *Refer to the Collective Bargaining Agreement for related policies on bargaining unit employees while under LOA.*

Eligible employees will be granted job protection with their original position prior to leave for a maximum length of six (6) months total (including any FML time). An employee must obtain full medical clearance through Occupational Health with no medical restrictions by the six (6) month max date in order to receive the Guaranteed Reinstatement. If an employee fails to return or gain medical clearance by the six (6) month timeline, the department may then fill the employment position per LOA policy guidelines.

Example: Employee has 10 continuous years of service and works 40 hours per week

- Approved for FML effective 3/1/2010: 12 weeks continuous (5/24/2010) (3 months)
- The department has approved a Health Leave of Absence effective 5/25/2010 – 7/25/2010 (2 months)
- Employee gains Occupational Health clearance with no medical restrictions effective 7/26/2010
- The department must accept the employee back into the original position since return from leave occurred within 6 months (including any FML time)

Example: Employee has 10 continuous years of service and works 40 hours per week


- Approved for FML effective 5/10/2010: 12 weeks continuous (8/2/2010) (3 months)
- The department has approved a Health Leave of Absence effective 8/3/2010 – 5/10/2011 (max 12 month LOA including any FML time)
- Employee gains Occupational Health clearance with no medical restrictions effective 2/05/2011 (6 months)
- The department has no obligation to accept the employee back into the original position for failure to return from leave within 6 months (total employee absence exceeded 9 months)
- Management could formally post the employee position as of the 6 month reinstatement expiration date

Reinstatement & Internal Bidding

While on a LOA, there is no guarantee that an employee will be returned to his/her same or an equivalent position (*except to the extent that FML, the Americans with Disability Act (ADA), Uniformed Services Employment and Reemployment Rights Act (USERRA) or other laws and regulations apply*). The department is entitled to fill an employee's position effective on the first date of the approved leave (after FML exhaustion).*

*Reference section titled "Guaranteed Reinstatement- 10 Years of Service"

An employee who is ready to return to work prior to or at the expiration of the approved leave period, will first be considered by his/her department (upon medical clearance from Occupational Health). If there are no vacancies, the employee may internally bid for any job within JHHSC/JHH. If an employee fails to obtain a new position through the

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internal bidding process by the deadline of the approved leave period, a termination of employment will be issued. The effective date of termination will be the expiration date of the LOA. If an employee fails to receive medical clearance from Occupational Health at the time of his/her leave expiration date, the department will issue a termination of employment based on the expiration date of the LOA. Consultation to the HR Service Center/Benefits Department is mandatory for an LOA termination request to ensure accuracy of the reason and effective date.

If an employee is terminated by the LOA expiration date, the internal bidding rights expire at the end of the month from the termination effective date. An employee may continue to apply for positions within JHHSC/JHH after a termination of employment is issued, but the applications will be reviewed as external requests.

Bidding Procedures

1. Non-Bargaining (Non-Union) Exempt & Non-Exempt

Non-Union employees will be eligible to internally bid on vacant positions equal to the maximum period of their approved LOA period (not to exceed 12 months including any FML time taken). An employee, who is offered a position from their bid request and refuses the offer, will be issued a notice of employment termination. The date of termination will take place on the effective date of the offered position request.

2. Bargaining Unit (Union)

Union employees will adhere to the bidding and recall process in the Collective Bargaining Agreement. Contact the HR Consulting & Labor Relations Department for any questions regarding the Collective Bargaining Agreement (410-955-6783).

Failure to Return from Leave

An employee who will not be returning to JHHSC/JHH at the conclusion of an approved LOA shall notify his/her department manager/director in writing as soon as possible. It is the employee's responsibility to contact his/her department at least two (2) weeks before the expiration date of the LOA. In the absence of written notification, failure to return from leave will result in the individual's employment being terminated. The effective date of termination will be the expiration date of the LOA.


If the employee is unable to receive medical clearance prior to the LOA expiration date, the department is required to issue a termination of employment to the HR Service Center/Benefits Department via an LOA application. Consultation to the HR Service Center/Benefits Department is mandatory for an LOA termination request to ensure accuracy of the reason and effective date.

Refer to the "Procedures" section of the policy for the detailed instructions, outline and responsibilities of an employee, the department and the HR Service Center/Benefits Department.

Other Employment

An employee on a LOA must obtain the written consent of the manager/director of his/her department, prior to engaging in paid employment of any kind during the period of absence. Once permission is granted and written consent supplied, the documentation should be submitted to the HR Service Center/Benefits Department with the LOA Application.

If the employee fails to disclose or misrepresents dual employment during leave, he/she will be terminated as having abandoned his/her position. The date of termination will be determined by the last day the employee actually worked for JHHSC/JHH.


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PROCEDURES

Employee	<ol style="list-style-type: none"> 1. It is an employee's responsibility to contact his/her manager/director, the HR Service Center/Benefits Department or refer to the LOA policy to learn more about eligibility and the terms for each type of leave. 2. The employee may request the appropriate LOA from his/her department manager/director. If an employee is unable or fails to request an LOA, the department may administratively grant the LOA. 3. Completes the official Leave of Absence application, located on the Human Resources Web site (http://www.hopkinsmedicine.org/jhr/Forms/) 4. If an extension to an existing LOA is requested, employee should complete a new LOA application (<i>only applicable if the maximum 12 month time frame has not already been approved</i>)
Department	<ol style="list-style-type: none"> 1. The department determines an employee's eligibility for the requested LOA and the status of the request. An employee may request leave verbally or the department may approve based on consultation with the HR Service Center/Benefits Department. If an employee is unable or fails to request an LOA, the department may administratively grant the leave by completing the application on his/her behalf. 2. Management reviews and completes the LOA application, indicating the approval or denial with all appropriate signatures. The HR Service Center/Benefits Department is the main point of contact for any consultation with eligibility review and granting the leave request. 3. Once the determination has been completed, the department will notify the employee of the decision regarding their LOA request via letter and supply a copy of the completed LOA application (<i>sent Certified mail</i>). HR Service Center/Benefits Department can supply the department with a LOA Determination Letter Template. 4. The department is responsible for submitting the completed LOA application to the HR Service Center/Benefits Department (Phipps 455) for all leave requests (<i>approval, extension, return, or termination</i>). The department will retain a copy of the completed application for its internal records. If a department is granting an extension to a leave period, a new LOA application is required for processing to the HR Service Center/Benefits (<i>only applicable if the maximum 12 month time frame has not already been approved</i>) 5. Written consent of the manager/director of the department must be included with the LOA application if an employee is to engage in paid employment of any kind during the period of absence (<i>reference passage titled "Other Employment"</i>). 6. Management will consult with the HR Service Center/Benefits Department on any specific instructions regarding payroll and pay codes for the designated leave period. 7. Management is also responsible to track the LOA deadline to ensure the processing of an employment termination if an employee reaches the max leave deadline. Consultation with the HR Service Center/Benefits Department is mandatory prior to any termination request. Any termination request from leave is requested via the LOA application.

HR Service Center/ Benefits Department	<ol style="list-style-type: none"> 1. Receives completed LOA application and determines final eligibility review, effective date, expiration date, and reason (<i>approval, extension, return, or termination</i>). 2. The HR Service Center/Benefits Department will mail the employee an LOA acknowledgement notice to outline any eligible benefits continuation, premium billing, and bidding rights. 3. The HR Service Center/Benefits Department submits the official SAP HR Transactions Form/LOA Application to HR Information Processing Center for processing in the JHH/JHHS computer master records (SAP) of the approved leave period. 4. The completed LOA application and notification approval notice will be scanned into the master records system (SAP).
Employee	<ol style="list-style-type: none"> 1. The employee is accountable for communicating with his/her manager/director regularly while on leave about his/her expected return to work date and other job-related matters. 2. It is the employee's responsibility to contact his/her department manager/director at least two (2) weeks before the expiration date of the LOA. The department may inform the employee if a position is currently available or if he/she may internally bid for an eligible position (if the original position has been filled). 3. Once the employee is able to return from leave, he/she must first receive medical clearance from Occupational Health (<i>applies to Health leave only</i>). It is mandatory for any employee that has been absent from work greater than five (5) days (for personal illness/injury) to receive medical clearance from the Occupational Health Department. The Occupational Health Department has the responsibility to evaluate the medical ability of the employee and issue a Return to Work Slip to the employee for the department.
Occupational Health	<ol style="list-style-type: none"> 1. Occupational Health evaluates and renders a decision as to whether the employee is medically able to return to work (<i>applies to Health leave only</i>). 2. Occupational Health provides the employee with a release form supporting return to duty. If the department has not filled the employee's original position prior to LOA, the release form will be supplied to the department manager/director. If the position has already been filled, the employee will retain the document for internal bidding rights with the Career Services Department. 3. If any medical restrictions are indicated by the Health Care Provider, Occupational Health will consult the department manager/director to determine if a reasonable accommodation could be considered (only if a position exists in the department). If an accommodation cannot be made, the employee will not obtain medical clearance. 4. If medical clearance is obtained, a copy of the return to duty release form should be supplied to the HR Service Center/Benefits Department and department management, to ensure all master records are updated with regards to the LOA.
Employee	<ol style="list-style-type: none"> 1. If Occupational Health has provided medical clearance to return to duty (no restrictions), then the employee may contact the HR Service Center/Benefits Department and his/her department manager/director (<i>applies to Health leave only</i>). 2. The employee must contact the Career Services Department if a reasonable accommodation cannot be granted for medical restrictions or if there are no available positions in the existing department (<i>applies to Health leave only</i>). For the approved LOA period, an employee will retain internal bidding rights. If an employee does not receive medical clearance/plan to return prior to the LOA expiration date, a termination of employment will be issued. 3. The employee is responsible for contacting the HR Service Center/Benefits Department, department manager/director and Career Services for assistance

	<p>in his/her efforts to return to work from a leave period. The manager/director may assume the employee is not able to return to work if the employee fails to provide two (2) weeks' notice before the leave expiration. The department will send a notice for termination of employment based on the LOA expiration date. A copy of the termination notice (sent Certified mail) should be supplied to the HR Service Center/Benefits Department. Any termination request from leave is requested via the LOA application to the HR Service Center/Benefits Department.</p>
<p>Department</p>	<ol style="list-style-type: none"> 1. Once the employee contacts the department manager/director upon appointment with Occupational Health, the ability to return to work is considered (<i>applies to Health leave only</i>). <p>If the department has already posted the employee's original position while on leave, the department may inform the employee. If the department has already filled the position, the full maximum LOA length may then be approved for the employee's benefit continuation and bidding rights (<i>applies to Health/Dependent Care only</i>). If the position remains available, the employee may return to full duty with department authorization.</p> <ol style="list-style-type: none"> 2. The manager/director may assume the employee is not able to return to work if the employee fails to provide two (2) weeks notice before the leave expiration. 3. The department will send a notice for termination of employment based on the LOA expiration date. Any termination request from leave is requested via the LOA application to the HR Service Center/Benefits Department. 4. If the employee was granted clearance with medical restrictions (position available in department), the department will work in conjunction with the Occupational Health, HR Service Center/Benefits Department and the Safety Department to determine whether the restriction(s) may be reasonably accommodated (<i>applies to Health leave only</i>). 5. A copy of the employee's return to work slip should be retained in the department personnel file. 6. If the employee is unable to receive medical clearance prior to the LOA expiration date, the department is required to issue a termination of employment via an LOA application (<i>applies to Health leave only</i>). <p><i>Prior to any termination transaction, the department needs to consult the HR Service Center/Benefits Department to ensure accurate processing of the termination.</i></p>
<p>HR Service Center/ Benefits Department</p>	<ol style="list-style-type: none"> 1. When a final LOA action (<i>approval, extension, return, or termination</i>) has been requested by an employee and/or the department, the HR Service Center/Benefits Department will update the master records and computer status. 2. The HR Service Center/Benefits Department will process all LOA actions (<i>approval, extension, return, or termination</i>) to HR Information Processing Center via the LOA application form. 3. For a termination of employment from LOA, the department is responsible to submit an LOA application for the termination of employment to the HR Service Center/Benefits Department. The department is also responsible to send a notice to the employee upon termination of employment due to LOA expiration (<i>The HR Service Center/Benefits Department can assist with this communication</i>).

	THE JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR329
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		Supersedes	July 1, 2006

REFERENCE

HR326 Paid Time Off Policy (PTO)
 HR328 Family & Medical Leave (FML)
 HR330 Military Leave
 Handbook to Absence/Attendance Codes (<http://www.hopkinsmedicine.org/jhr/BenefitsWellnet/Payrolldoc.pdf>)

SPONSOR

Vice President, Human Resources.

REVIEW CYCLE

3 years

APPROVAL



Vice President, Human Resources

5/1/2010
 Date