	JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR329
		Effective Date	July 1, 2006
	<u>Subject</u> Leaves of Absence	Page	1 of 5
		Supersedes	January 1, 2004

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: (1) their health, (2) child/dependent care, (3) education and (4) personal reasons. This policy also applies to Represented employees unless otherwise noted in the Collective Bargaining Unit Agreement.

Leave of Absence

A Leave of Absence is an unpaid, authorized period of absence at the request of the employee or management from work that exceeds 30 days. Leaves of Absence should be granted in increments of up to three months' duration. The maximum period that may be granted for a Leave of Absence is 12 months, including the 12 weeks of Family Medical Leave (FML).

Eligibility

Eligibility for a Health, Child/Dependent or Personal Leave is limited to employees who regularly are scheduled to work 20 hours a week or more after completing 90 days of employment. Eligibility for an Educational Leave of Absence is limited to employees who have at least one year of continuous service with JHHSC/JHH. Employees who do not meet the eligibility requirements of FML may be eligible for a Leave of Absence.

Vacation, Sick and/or Paid Time Off (PTO)

Prior to the commencement of any leave of absence and while on FML, an employee should use all unused Vacation, Sick, and/or PTO if possible (old sick time can only be used for sick time). The employee will be paid on a pay period basis until accrued leave is exhausted or the employee returns to work, whichever occurs first. Once an employee is placed on an authorized leave of absence, he/she will be paid in a lump sum of any unused vacation or PTO in accordance with the payout requirements in the PTO policy. While on an unpaid Leave of Absence, the employee will not accrue seniority credit or PTO time.

Benefit Plan Continuation

1. Health

Employees who are placed on a non-FML, Health Leave of Absence are eligible to continue their medical and dental coverage while on Leave Of Absence as long as they have elected coverage prior to the Leave. A letter will be sent to the employee regarding continuation of benefit coverage once the HR Service Center receives the Leave of Absence form. The employee will be billed monthly if benefits are continued as follows:

90 days to six years of employment


Employees with 90 days to six years of service may elect to continue their health coverage and are billed at the employee cost of the coverage during the leave of absence. At the end of the leave, they will be eligible to continue the coverage under COBRA.

Six or more years of employment

Employees with six or more years of service will be offered a maximum of six months of coverage, at no cost to the employee, during the first six months of the leave. After six months, the employee may continue the coverage at the employee rate up to the 12-month maximum period. The employee will then be offered COBRA coverage after the leave is exhausted.

2. Child/Dependent, Personal, Educational

Employees on a Child/Dependent care, Personal or Educational leave are also eligible to continue their

	JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR329
		Effective Date	July 1, 2006
	<u>Subject</u> Leaves of Absence	Page	2 of 5
		Supersedes	January 1, 2004

medical and dental coverage, and are billed at the full cost of the coverage. A letter will be sent to the employee regarding continuation of benefit coverage once a Leave of Absence form is sent to the HR Service Center. The employee will then be billed monthly at the COBRA rate if benefits were elected.

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.

Performance Reviews

The Performance Review Date will be adjusted for an employee whose leave exceeds 30 calendar days in duration. This adjustment will correspond to the amount of leave in excess of 30 calendar days of the leave (i.e., if the leave is a total of 45 days in duration, then the employee's Performance Review Date will be adjusted to be 15 days later than the previously scheduled Performance Review Date).

Reinstatement

Under a Leave of Absence, there is no guarantee that an employee will be returned to their 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). However, an employee who is ready to return to work prior to or at the expiration of 12 months will first be considered by his/her department. If there are no vacancies, he/she may be considered for any job within JHHSC/JHH for which he/she is qualified. If there are no vacancies within JHHSC/JHH for which the employee is qualified and/or the employee does not apply for and accepts a position for which he/she is qualified, the individual's employment will be terminated. The effective date of termination will be the expiration date of the Leave of Absence.

Bidding Procedures

1. Exempt Employees

Exempt employees will be eligible to bid on vacant positions equal to the maximum period of the leave not to exceed 12 months including FML. An employee who is offered a position and refuses is terminated.

2. Non-Exempt Employees (Non-Union)

Non-exempt employees will be eligible to bid on open jobs that he/she is qualified for equal to or lower in pay grade than that of his/her position up to the maximum period of the leave that is 12 months, including FML. An employee, who is recalled or offered a position and refuses, is no longer eligible to bid for a position.


3. Non-Exempt Employees (Union Represented)

Non-exempt employees will adhere to the bidding and recall process in the Collective Bargaining Agreement.

Other Employment

An employee on Leave of Absence must obtain the written consent of the director/administrator of the department or their designee, to engage in paid employment of any kind during the period of absence. If the employee misrepresents this, 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.

Factors for Consideration of Granting Leave of Absence

	JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR329
		Effective Date	July 1, 2006
	<u>Subject</u> Leaves of Absence	Page	3 of 5
		Supersedes	January 1, 2004

A department should consider the following factors in reaching a decision of whether to grant a Personal or Educational Leave of Absence: (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 and reasons for it.

Provisions of Leaves of Absence

The Leave of Absence is not guaranteed, but subject to the discretion of the Department. Leaves may be granted for the following reasons:

1. Health

- A Leave of Absence due to health reasons for non-work or work related disabilities resulting from illness (acute care or emotional), injury or pregnancy, or as an accommodation for a disability, provided it does not cause an undue hardship for the department.
- When an employee is not eligible for FML or FML has been completely exhausted.
- An employee may request a leave for health reasons or management can place an individual on a leave for health reasons as long as they meet the eligibility requirements. A Leave of Absence Form should be completed by both the employee and Department, and forwarded to the HR Service/Benefits Office.

2. Child or Dependent Care

A Leave of Absence for caring for a child or dependent may be granted by the department head only after FML entitlement (if applicable) has been exhausted. Upon request, the employee may not need to provide valid proof, as determined by the department, in support of the leave request.

3. Personal

A Leave of Absence for personal reasons may be granted by the department in order for the employee to attend to personal needs or emergencies. Upon request, the employee may be required to provide valid proof to support the need for leave.


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.

PROCEDURES

Employee	<ol style="list-style-type: none"> 1. Refers to policy to check eligibility for requesting a Leave of Absence and determines type of leave being requested. 2. Requests Leave of Absence and submits request to supervisor for Educational or Personal Leaves of Absence. For Health or Child/Dependent Care Leaves of Absences, the request should be submitted to the HR Service Center within 30 days notice of intent to take a Leave of Absence (except in emergency circumstances). 3. Completes a "Leave of Absence" form (Attachment A)
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	JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR329
		Effective Date	July 1, 2006
	<u>Subject</u> Leaves of Absence	Page	4 of 5
		Supersedes	January 1, 2004

	<p>indicating the reason for the leave.</p> <ol style="list-style-type: none"> 4. Submits valid proof for Health or Child/Dependent Care Leave and when instructed, submits valid proof for Personal and Educational Leaves. 5. Submits form(s) to supervisor or Human Resources depending upon type of leave for approval.
Supervisor/Manager	<ol style="list-style-type: none"> 1. Reviews "Leave of Absence" form for completion and verifies eligibility. 2. Requests any valid proof in support of the Leave requested. 3. Indicates approval or denial of the leave by signing the form and advises employee. 4. Forwards Leave of Absence form and the Personnel Action Form (PAF) or Paperlite to the HR Service Center (Phipps 455) for all approved leaves. 5. Records status to payroll.
Department Director	Approves or denies the employee's request to engage in other paid employment during the Leave of Absence.
HR Service Center/Benefits	<ol style="list-style-type: none"> 1. Ensures request is Health related and verifies-eligibility for Leave. 2. Reviews "Leave of Absence" form for completion. 3. Requests any valid proof in support of the Leave requested. 4. Advises employee that he/she may continue benefit plan coverage during approval notification. 5. Sends management a copy of the application. 6. Responds to supervisor/manager questions concerning Leaves of Absence. 7. Obtains the Personal Action Form (PAF) or Paperlite from management and processes. 8. Invoices the employee for continuation of insurance coverage when applicable.
Employee	<ol style="list-style-type: none"> 1. Communicates with supervisor regularly while on leave about expected return to work date and other job-related matters. 2. Reports to Occupational Health Department to be cleared to work if leave was due to personal injury/illness.
Occupational Health	<ol style="list-style-type: none"> 1. Evaluates and renders a decision as to whether the employee may return to work if Leave of Absence was due to health related (personal injury/illness). 2. Completes a "Return to Duty" slip and gives it to the employee.
Employee	Returns to original or equivalent position, if available/applicable, and gives supervisor the "Return to Duty" slip.
Supervisor	<ol style="list-style-type: none"> 1. Places the Return to Work slip in departmental personnel file. If the employee's leave was taken for health reasons, and the employee returns with restriction(s), the supervisor works in conjunction with the Occupational Health, Human Resources and the Safety Department to determine whether the restriction(s) may be reasonably accommodated. Completes PAF or sends a Paperlite

	JOHNS HOPKINS HEALTH SYSTEM CORPORATION AND THE JOHNS HOPKINS HOSPITAL HUMAN RESOURCES POLICY and PROCEDURE MANUAL	Policy Number	HR329
		Effective Date	July 1, 2006
	<u>Subject</u> Leaves of Absence	Page	5 of 5
		Supersedes	January 1, 2004

	providing the HR Service Center with the return to work date from an LOA, adjusting the employee's review date if the employee has been on Leave of Absence for more than 30 days. If the employee is not able to return at the end of LOA, supervisor sends Paperlite terminating the employee. The code to be used is: 28 – failure to return from LOA 29 – medical inability 07 – LOA expiration Forward PAF or Paperlite to HR Service Center. *See process for clarification.
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REFERENCE

HR326 Paid Time Off Policy (PTO)
 HR328 Family & Medical Leave (FML)

SPONSOR

Vice President, Human Resources.

REVIEW CYCLE

3 years

APPROVAL



 Vice President, Human Resources

 Date