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Policy Buzz

Leaves of Absence Policy FAQs

Policy Name	Leaves of Absence (HR925)
Planned Publication Date	7/1/2020
New or Revised Policy	Revision of HR329
Policy Manual Name	JHHS/JHM Human Resources Manual

Purpose of the Policy

The purpose of this policy is to define types of employee Leaves of Absence (LOA) and to outline procedures associated with them.

Scope

This policy applies to:

- ✓ HCGH OB/GYN Associates
- ✓ Howard County General Hospital
- ✓ Johns Hopkins All Children's Health System
- ✓ Johns Hopkins All Children's Hospital
- ✓ Johns Hopkins Bayview Medical Center
- ✓ Johns Hopkins Community Physicians
- ✓ Johns Hopkins Healthcare LLC
- ✓ Johns Hopkins Home Care Group
- ✓ Potomac Home Health Agency & Home Support
- ✓ Johns Hopkins Medical Management Corporation
- ✓ Johns Hopkins Medicine International
- ✓ Johns Hopkins Regional Physicians
- ✓ Johns Hopkins Surgery Centers Series
- ✓ Sibley Memorial Hospital
- ✓ Suburban Hospital
- ✓ The Johns Hopkins Health System Corporation
- ✓ The Johns Hopkins Hospital
- ✓ Johns Hopkins HealthCare LLC
- ✓ Johns Hopkins Imaging

What You Need to Know

- ✓ Employees who are unable to work due to the illness or injury of themselves or their dependents or for personal reasons may be granted a leave of absence (LOA).
- ✓ The maximum period of time allowed for a LOA is six months including the Family Medical Leave (FML) period.
- ✓ Benefit-eligible employees who are regularly scheduled to work twenty or more hours per week may apply for a leave of absence after completing the ninety-day probationary period.
- ✓ A non-FML leave of absence should not cause any undue hardship for the department.
- ✓ Types of leave:
 - Family and Medical Leave (FML)
 - Health (Medical Non-FML)
 - Dependent Care (for the Participating Organization)
 - Personal
 - Educational (for the Participating Organization)
 - Military

For questions pertaining to this policy, please contact your local HR Business Partner or HR department.

More Information: See the entire policy by clicking on this link:

https://hpo.johnshopkins.edu/enterprise/policies/157/45553/policy_45553.pdf

