

	Dimensions: Competence	HAO Standard: 4.1L	Policy: Competence #3
	Original Approval Date: April 21, 2003	Date Revised: February 2, 2009	Revision Approval Date: August 31, 2009

TOPIC: LEAVE OF ABSENCE VOLUNTEERS/STAFF

POLICY STATEMENT:

Volunteers and Staff may request a Leave of Absence (Form 094). It is the expectation of NNPCN (N/PS) that competency be maintained following any leave of absence.

PROCEDURE:

It is recommended that volunteers take a leave of absence following the death of an immediate family member, a long term client and/or a series of losses.

The Team Leader may request that a volunteer take a Leave of Absence (LOA)(Form 094).

1. The volunteer may request a LOA by contacting the Program Administrator/Team Leader/delegate who completes (Form 094) and obtains a signature from the volunteer.
2. A client volunteer may resume active duty, after an interview with the Program Administrator/Team Leader to assess specific re-training requirements.
3. After a 12-month or longer LOA and before being assigned to a client/caregiver, volunteers are required to:
 - Repeat relevant portions of the volunteer training
 - Review NNPCN (N/PS) mission statement, policies & procedures, and volunteer roles & responsibilities
 - Review and sign the Volunteer Confidentiality Form (Form 004)

PROCEDURE FOR STAFF:

1. NNPCN (N/PS) provides up to five (5) working days off as paid leave following the death of an immediate family member and one to two days for extended family.
 - Immediate family: spouse/partner, parents, grand-parents, child, siblings, grandchildren, father and mother-in-law, sister and brother-in-law
 - Extended family: aunts, uncles, nieces, nephews, cousins, authorized others (approved by Executive Committee)

2. Staff may request an unpaid LOA, for personal reasons, for a maximum of 12 consecutive months by:
 - Contacting the Program Administrator/delegate
 - Signing Leave of Absence Request (Form 094)
 - Giving as much advance notice as possible

3. The Program Administrator/delegate:
 - Completes Leave of Absence Request (Form 094)
 - Obtains a signature from the staff member
 - Informs the Board Chair/delegate of the request.

4. The Executive Committee must approve all paid or unpaid staff LOA requests. For any requests extending beyond two weeks, the Executive will consider a temporary paid replacement.

5. Extended paid or unpaid leave may be considered dependant upon individual circumstances and Board approval. A request to extend or reduce the original approved paid or unpaid LOA must be made at least two weeks prior to the expected date of return. Written notification of return to work must be received two weeks prior to return date.

6. An employee must promptly notify NNPCN (N/PS) if unable to return to work following an approved LOA. Failure to notify shall result in automatic termination of employment, unless the employee is able to provide a reason satisfactory to the employer for failure to do so.

7. Upon return to work, the staff must review the Policy & Procedure manual.

8. The Program Administrator/delegate will provide an updated orientation of office procedures to the returning staff member.

REVISION HISTORY:

DATE mm/dd/yyyy	REVISED BY	REVIEW ONLY (✓)	COMMENTS / MODIFICATIONS	BOARD APPROVAL DATE: mm/dd/yyyy