

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Subject: Family Medical Leaves of Absence Eligibility Policy

Number: C 44

Approved: Signature on file

Date: 02/13/07

POLICY

Non-discretionary leaves of absence shall be granted to eligible employees in any of the following situations:

1. The birth of a child of an employee and to care for a newborn;
2. The placement of a child for adoption or foster care;
3. The serious health condition of a parent, child, or spouse the serious health condition of a declared domestic partner or a child of the declared domestic partner (CFRA only); or
4. The serious health condition of an employee which may prevent him/her from performing the duties of his/her position.

Non-discretionary leaves of absence shall be approved unless the employee does not provide required documentation supporting eligibility or lacks eligibility for the leave(s) requested. Refer to the chart on Section III for eligibility requirements.

Upon completion of an approved leave of absence, the employee has the right to return to the same or equivalent position.