

ORANGE COUNTY SOCIAL SERVICES AGENCY

ADMINISTRATIVE POLICIES & PROCEDURES MANUAL

Subject: Leaves of Absence

Number: C 14

Approved: Signature on file

Date: 02-13-07

POLICY

Requests for leaves of absence for which approval is **discretionary** will be reviewed by the Agency with consideration for Agency needs and the circumstances surrounding the employee's request. Discretionary leaves apply to requests for educational, personal or other reasons.

Request for leave of absence for which approval is **non-discretionary** pursuant to provisions of Federal and State laws, applicable MOU and the P&SR, will receive prompt reviews and approvals if accompanied by required documentation.
