

INFORMATION / INSTRUCTIONS

Rank and File Employees:

Refer to respective Agreement (MOU) between exclusive representative and the State of California for criteria and limitations.

Excluded Employees:

Refer to Government Codes 19991.1 to 19991.7 and Department of Personnel Administration Rules 599.780 to 599.794 for additional information.

RESPONSIBILITIES

Employees:

- Initiate request for leave of absence.
- Provide substantiation when required or requested.
- Request extension when needed (complete DGS OHR 28 for extension).
- Make arrangements with immediate supervisor regarding return date when leave of absence expires.
- Request documents for direct payment of insurance(s) and make direct payment to insurance(s) carrier(s) for continuation of insurance (s).

Immediate Supervisor:

- Recommend leave of absence be:
 - o Approved or
 - o Denied (must state reason why leave of absence should be denied).
- Initiate Request for Personnel Action (RPA) prior to the return of the employee.

Office Chief or Client Agency Executive:

- Approve or deny request (must state reason why leave of absence should be denied).
- Prepare formal response to employee.
- Forward request to your assigned Personnel Specialist. Retain goldenrod copy for your pending copy.
- Prior to the return to work of the employee, forward RPA to the Personnel Section.

Personnel Transactions:

- Document action to employment history.
- Return approved copies to employee and Office/Client Agency.
- Process appropriate direct payment for insurance(s).