

State Operated Community Program SOCP Policy Memorandum

Topic: Leave-of-absence / Case-by-case approval	Issue date:	10/28/11
Reference:	AFSCME Contract 2011-13, Article 36: Section 2	
<p>Policy Memorandums - should be considered high priority, and processed immediately. They are used to disseminate new federal, state, and program policies or <u>administrative rules</u>, changes in existing policy or administrative rules, <u>policy clarifications</u> and manual updates.</p>		

Applies to:
(check all that apply)

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> All employees includes: | <input checked="" type="checkbox"/> Prog. Managers | <input checked="" type="checkbox"/> Site Managers |
| <input checked="" type="checkbox"/> Nurses | <input checked="" type="checkbox"/> BVS1 & 2s | <input checked="" type="checkbox"/> Trainers |
| <input checked="" type="checkbox"/> Cent. Office staff | <input checked="" type="checkbox"/> Group home staff | <input checked="" type="checkbox"/> HR |
| <input type="checkbox"/> Other: | | <input type="checkbox"/> |

Implementation date: Effective immediately

FROM: Lois DeLong, HR Manager
SUBJECT: Leaves of Absence without Pay *LD*
RE: AFSCME 2011-2013 Article 36: Section 2

Please read and post in each **SOCP Group Home** and **Central Office**.

Historically SOCP has granted requests for a leave of absence without pay or educational leave without pay for up to one (1) year.

Effective immediately, request(s) will be considered on a case-by-case basis as outlined by the **AFSCME 2011-2013 contract Article 26:Section 2**.

*"In instances where in the opinion of the SOCP the work of the SOCP shall not be handicapped by the temporary absence of an employee, the employee **may** be granted a leave of absence without pay or educational leave without pay for up to one (1) year, subject to SOCP approval. Any authorized leave of absence without pay does not constitute separation from State Service."*

If you have questions about this information, contact:

Contact(s):	Robert T. Clabby	Lois DeLong
Phone:	(503) 385-7144	(503) 378-5952 ext. 238
Email:	Bob.Clabby@state.or.us	Lois.DeLong@state.or.us