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| Title: Leave of Absence Policy | |
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| Approved by: Administrative Policy Committee, PolicyTech Administrators, Naomi Cramer 04/24/2019 | |
| Discrete Operating Unit/Facility: Hospitals Banner Baywood Medical Center Banner Behavioral Health Banner Boswell Medical Center Banner Casa Grande Medical Center Banner Churchill Community Hospital Banner Del E Webb Medical Center Banner Desert Medical Center Banner Estrella Medical Center Banner Fort Collins Medical Center Banner Gateway Medical Center Banner Goldfield Medical Center Banner Heart Hospital Banner Ironwood Medical Center Banner Lassen Medical Center Banner Ocotillo Medical Center Banner Payson Medical Center Banner Thunderbird Medical Center Banner—University Medical Center Phoenix Banner—University Medical Center South Banner—University Medical Center Tucson Cardon Children’s Medical Center East Morgan County Hospital McKee Medical Center North Colorado Medical Center Ogallala Community Hospital Page Hospital Platte County Memorial Hospital Sterling Regional MedCenter Torrington Community Hospital Washakie Medical Center | Banner Corporate Ambulatory Services Banner Behavioral Health Outpatient Services Banner Imaging Services Banner MD Anderson Cancer Center Banner Medical Group Banner Surgery Centers Banner Urgent Care Services Banner—University Medical Group Occupational Health/Employee Services Rural Health Clinics Banner Home Care and Hospice (BHCH) Banner Pharmacy Services Insurance Banner Health Network Banner Plan Administration University Physicians Health Plans Post-Acute Services (PAC) Research |

I. Purpose/Population:

- A. **Purpose:** To inform team members of their eligibility and responsibilities related to taking a Leave of Absence (LOA) under the provisions of Federal, State, and Local laws and in accordance to Banner Health policies and practices related to said Leaves of Absences.
- B. **Population:** All Team Members

II. Definitions:

- A. **Administrative Leave:** an absence that occurs at the request of either a Human Resource representative or leadership. Typically, this is related to an investigatory or human resource related situation.
- B. **Eligibility:** dependent upon the team member's employment status and situation.
- C. **Leave of Absence:** an officially excused period of time off work which maintains the status of the employee.
- D. **Light Duty:** a period when a team member can work with medical restrictions and appropriate approvals. Approvals are granted by either Worker's Compensation, Return to Work Coordinators, Employee Relations, and/or leadership as appropriate. This period is usually no more than 60 calendar days.

III. Policy:

- A. Banner Health complies with all Federal, State and Local laws related to LOA.
- B. Available LOAs are listed in the Leave of Absence Grid and MyHR. (See Appendix A)
- C. This policy is a summary policy. The following LOAs are governed by other Banner policies or Benefit Plans:
 - 1. Family Medical Leave is governed by the [Family and Medical Leave Act \(FMLA\) Policy](#)
 - 2. Short-term Disability is governed by the Short-Term Disability Summary Plan Description
 - 3. Long-Term Disability is governed by the Long-Term Disability Summary Plan Description
- D. Eligible team member should notify his/her Leader of need for LOA at least 30 days in advance or as soon as foreseeable. For those situations where a Leader has placed the team member on LOA, the Leader should notify the team member as soon as possible.
- E. Compensation during an LOA is determined by eligibility and the type of LOA. Refer to the LOA Grid for guidance.
- F. Return to Work following an LOA:
 - 1. Return to work from LOA for a medical reason is governed by the [Return to Work Examinations](#) Policy.
 - 2. Return to work from LOA for any other reason is governed by the LOA Grid.

IV. Procedure/Interventions:

- A. LOA Administration
 - 1. To initiate leaves administered by CIGNA (refer to the LOA Grid) by contacting CIGNA at 888-842-4462 or MyCigna portal.
 - 2. When initiating leaves NOT administered by CIGNA refer to the LOA Grid for guidance.
 - 3. Return to work following an LOA: Refer to [Return to Work Examinations](#) Policy and LOA Grid.
 - a. The team member may need to seek approval and/or clearance from Occupational Health, Employee Relations, and the third party leave administrator.
 - b. If the team member has medical restrictions, he/she needs to contact the Return to Work Coordinator and follow the Light Duty process, as appropriate.

V. Procedural Documentation:

- A. N/A

VI. Additional Information:

- A. N/A

VII. References:

- A. Leaves of Absence Grid (MyHR)
- B. The Family Medical Leave Act of 1993, as amended; 29 Code of Federal Regulations §825.100 et seq.
- C. Banner Health Employee Handbook
- D. MyCigna Portal

VIII. Other Related Policies/Procedures:

- A. [Banner Health Attendance Policy](#)
- B. [Arizona Paid Sick Time Policy](#)
- C. [California Sick Leave Policy](#)
- D. [ADA/Non-Discrimination Against Disabled Employees and Applicants](#)
- E. [Compensation Policy](#)
- F. [Family and Medical Leave Act \(FMLA\) Policy](#)
- G. [Colorado Workers Compensation](#)
- H. [Employee/Volunteer/Injury/Illness on the Job](#)
- I. [Attendance Policy - CO, NE, NV, WY](#)
- J. [Return to Work Examinations](#)
- K. [Corrective Action Policy](#)
- L. Cigna Leave Process

IX. Keywords and Keyword Phrases:

- A. ADA
- B. Adoption
- C. Attendance
- D. Benefits
- E. Bereavement
- F. CIGNA
- G. Corrective Action
- H. Disability
- I. Educational Leave
- J. Family Leave
- K. FML
- L. FMLA
- M. HRPolicies
- N. Jury Duty
- O. Leave of Absence
- P. Light Duty
- Q. LOA
- R. Maternity
- S. Medical Leave
- T. Military
- U. Personal Leave
- V. Pregnancy
- W. Return to Work
- X. Voting

X. Appendix:

A. [Leaves of Absence Grid](#)

1. To sign in to MyHR to access the grid:
 - a. Enter BHS\network user name and password.