



## **LEAVE PROCESS OVERVIEW**

*You are receiving this information because you may be eligible for a leave as permitted by Cook County Health and Hospitals System (CCHHS) or under one of its collectively bargained agreements (CBAs). For any remaining questions, please contact our Leave Department at 312-864-1810 or by email at [LOA@cookcountyhhs.org](mailto:LOA@cookcountyhhs.org) to schedule a meeting.*

1. You are required to:
  - a. Formally request your leave on Cook County Time (CCT).
  - b. Complete a Leave Action Form and indicate the reason for the leave by checking the appropriate box.
    - i. If your reason for leave is not listed, check the box marked "Other" and write in the reason.
    - ii. All documents referenced here will be provided to you via your preferred method of communication and are available through CCHHS Human Resources (HR).
2. You must submit completed specific documentation to support your need for leave to HR.
3. Once your completed paperwork is received and reviewed, HR will issue a decision letter regarding your leave.

*At this point in time, your leave is not approved.*

## **COMMON REASONS FOR LEAVE**

*CCHHS provides non-medical leave (paid and unpaid) to its employees for many reasons. Some of these reasons are mandated by federal or state law. Others are provided by CCHHS to qualified employees under the Personnel Rules or an applicable CBA (union only). While there are multiple reasons for leave, the most common non-medical leaves are:*

1. Regular/Personal Leave for emergency situations
  - a. Documentation must indicate the nature of the emergency.
2. Military Leave
  - a. Documentation includes military orders for leave approval and LAS form upon return for payment purposes.
3. Educational Leave
4. Bereavement Leave
5. Union leave

## **ABOUT YOUR LEAVE APPROVAL**

*You must to follow your department's time, attendance and call off policies until you receive an approval letter from HR for your leave.*

1. After processing your completed paperwork, HR will inform you of its decision.
  - a. You may be approved, denied, or scheduled for meeting with the Leave Department.
  - b. Your decision letter will be sent to you via your preferred communication method as specified by you on Cook County Time (CCT).
  - c. Your decision letter will also be available on CCT for you to view.
2. Once your leave is approved, HR will forward the approval letter to your supervisor.
3. You are only permitted to take time off for the specific reason for leave and must not use leave time for other reasons.
4. CCHHS reserves the right to modify any approval at any time for any reason.
5. Your leave may be paid or unpaid.
  - a. If your leave is unpaid, accrued sick time will run concurrently with your leave.
  - b. On the Leave Action Form, you may elect to have vacation run concurrently with your leave once you have exhausted your accrued sick time.

## **RETURN TO WORK OR REQUEST A LEAVE EXTENSION**

*Employees have the right to return to the same or equivalent position at the end of their leave. In order to return to the same or equivalent job, employees must follow the process outlined below. While on leave, you must maintain all licensure and/or certification as required by your job.*

1. EHS Clearance to Return to Work
  - a. At least ten (10) days prior to the end of your continuous (single period) leave, you must schedule an appointment with Employee Health Services (EHS) so that you may be cleared to return to work.
  - b. To schedule an appointment with EHS, please call 312-864-1970.

**Return To Work Or Request A Leave Extension (cont.)**

2. HR Clearance to Return to Work
  - a. Within 24 hours of EHS clearance to return to work, you must contact HR at 312-864-1810 or by email at [LOA@cookcountyhhs.org](mailto:LOA@cookcountyhhs.org) in order to:
    - i. Finalize your leave.
    - ii. Determine if you will be required to complete additional clearances.
    - iii. Provide documentation of current licensure and certifications as required by your job description.
3. You must return to work on your first scheduled work day after your leave expires.
  - a. Failure to return to work without requesting an extension may lead to discipline including possible termination.
4. If you require an extension of your approved leave, you must provide appropriate documentation to [LOA@cookcountyhhs.org](mailto:LOA@cookcountyhhs.org).
  - a. This request must be made at least one week prior to the end date of your approved leave.
  - b. Failure to return to work without requesting an extension may lead to discipline including possible termination.

**Referenced Documents:**

Leave Action Form