	<b>Human Resource Policy Benefits &amp; Compensation</b>	<b>No. HR.BNC.12<sup>1</sup></b>
	<b>Title:</b>  <b>GENERAL LEAVE</b>	<b>Page:</b> 1 of 3
		<b>Effective Date:</b> 03-20-18
		<b>Retires Policy Dated:</b> 05-01-12
		<b>Previous Versions Dated:</b> 09-27-11; 08-01-09; 06-01-07; 01-01-96; 01-01-93

**I. SCOPE:**

This policy applies to (1) Tenet Healthcare Corporation and its wholly-owned subsidiaries and affiliates (each, an “Affiliate”); (2) any other entity or organization in which Tenet Healthcare Corporation or an Affiliate owns a direct or indirect equity interest greater than 50%; and (3) any hospital or entity in which Tenet Healthcare Corporation or an Affiliate either manages or controls the day-to-day operations of the entity (each, a “Tenet Entity”) (collectively, “Tenet”).

**II. PURPOSE:**


This purpose of this policy is to provide the appropriate guidelines regarding a general leave of absence.

**III. POLICY:**

At Tenet, we understand that there may be times when an employee may need to request time away from work for reasons other than Paid Time Off (PTO), vacation or illness. Tenet provides employees who have been employed for 90 days or more the ability to request a General Leave of Absence. General leaves may not be requested to extend vacations. Employees needing leave for their own serious health condition or disability should refer to other applicable leave policies and consult their facility’s Human Resources (HR) representative.

**A General Leave of Absence will be governed according to the following guidelines:**

- A. A General Leave of Absence may be granted for a period of up to 30 days. The leave may be extended at the discretion of the facility beyond the initial 30 days under special circumstances, as determined on an individual basis by the Department Head/Director and Human Resource Director.
- B. Employees on a General Leave of Absence may use accrued paid time off until exhausted and then take the remainder of the leave as unpaid. Employees will not accrue Paid Time Off or other paid time off plans.
- C. Subject to the terms, conditions and limitations of the applicable benefit plans, health insurance benefits will not be subsidized by Tenet. Employees will become responsible for the full leave of absence cost of these benefits if they wish coverage to continue during such leaves.
- D. An effort will be made to return the employee to the same position when the leave ends, if it is available, or to a similar position for which the employee is qualified; however, reinstatement in such circumstances cannot be guaranteed unless required by law.

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- E. An employee who accepts other employment during a General Leave or at the conclusion of, or who fails to return to work on the next regularly scheduled work day following the expiration of the approved General Leave without contacting Human Resources, will be considered to have voluntarily resigned their employment.
- F. If an employee returns from General Leave and his or her position is unavailable, the employee will have 30 days to obtain another position for which they are qualified. If such a position is not obtained within 30 days, the employee will be terminated.

#### IV. PROCEDURE:

##### A. Supporting Documents

Corporate Human Resources may establish supporting documents to implement this policy, including, for example, Job Aids, Protocols, or Procedures.

##### B. Responsible Person

Each Tenet Entity Chief Human Resource Officer (CHRO) is responsible for assuring that all individuals adhere to the requirements of this policy and its supporting documents, that all applicable procedures and processes are implemented and followed at the Tenet Entity, and that instances of noncompliance with this policy are reported to Tenet HR Operations for review and resolution by the VP, HR Operations.

##### C. Enforcement

All employees whose responsibilities are affected by this policy are expected to be familiar with the basic procedures, protocols and responsibilities created by this policy and its supporting documents. Failure to comply with this policy will be subject to appropriate performance management pursuant to all applicable policies and procedures, up to and including termination. Such performance management may also include modification of compensation, including any merit or discretionary compensation awards, as allowed by applicable laws.


#### V. REFERENCES:

-HR.BNC.12 General Leave Policy Protocol

- [Request for General Leave of Absence](#)

- [HR.BNC.07 FMLA](#)

- [HR.BNC.06 Medical Leave: Non-Occupational and Occupational](#)

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[-HR.EHP.06 Disability Accommodation](#)