

DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL

**Personnel
Directive**

Subject: PLACEMENT OF EMPLOYEES
RETURNING FROM LEAVES OF
ABSENCE

ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES

June 20, 2007

PERSONNEL DIRECTIVE NO. 30

BACKGROUND

This Directive deals **only** with employees returning from Leaves of Absence which are **not** related to medical problems, including Educational Leaves, Personal Leaves, and Protective Leaves while serving on probation or while on tentative transfer. For information concerning Leaves taken as a result of a medical condition, including both work-related injuries and non-work-related injuries, please refer to Personnel Directive No. 56, Return to Work Program.

GENERAL PROVISIONS

It should be emphasized that non-mandatory Leaves of Absence should only be granted to an employee whose work record merits it. Leaves of Absence should not be used as a means to remove from the job an employee with poor work performance.

I. Employees Returning From Leave of Absence

An employee returning from an unpaid Leave of Absence should contact the Office or Bureau, which he/she left, for placement.

II. Determining Placement of Returning Employees

- A. If the Office or Bureau granting the leave has a vacancy in the returnee's classification, the employee shall be assigned in that Office or Bureau. NOTE: Where possible, an additional or in-lieu authority should be activated as a means of absorbing the returning employee in his/her former Office or Bureau.
- B. If there is no vacancy in the returnee's classification in the Office or Bureau which granted the leave, the Office of Management-Employee Services (OMES) Liaison Analyst should be contacted by staff of the returnee's Office or Bureau.
- C. The OMES Liaison Analyst shall identify appropriate vacancies in other Offices and Bureaus and send the returning employee to job interviews and set up any voluntary placements.

- D. If voluntary placement cannot be arranged, the Director of the Office of Management-Employee Services shall consult with the Heads of the Offices and Bureaus where the appropriate vacancies exist. After consultation, the Director of the Office of Management-Employee Services will make the decision where the returnee can best be utilized.
- E. If within six months of the placement described in Section II-D above, a vacancy occurs in the Office or Bureau which originally granted the leave, the Head of the Office or Bureau in which the returnee was placed may, through the Director of the Office of Management-Employee Services, request the employee to be reassigned to his/her former Office or Bureau.
- F. In accordance with Civil Service Rule 8.1, if there is no vacancy in the Department in the classification of the returnee, then the employee in the Department with the least seniority in that classification shall be laid off. The person thus laid off may have displacement rights under Civil Service Rule 8.3. (Use of in-lieu, substitute and Council Authority positions is encouraged to avoid a layoff).

Reference: Personnel Policy No. 8.