

Hawkeye Area Community Action Program, Inc.	Policy # 512
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Mandated Employee Leave Policy	Effective: September 27, 2012
	Revised: September 22, 2016
APPROVED BY: Board of Directors	

Policy Statement

HACAP requires that, after the first calendar year of employment, every-non bargaining unit employee scheduled to work at least 20 hours per week must annually take five consecutive days away from the office.

This requirement cannot be met by other periods of absence such as short-term absence or attendance at schools, seminars, etc. Compliance should be planned through the Request for Time off process.

During the time that employee is on Mandated Leave, the employee may be engaged in only limited HACAP related employment activities. The limits will be outlined in writing before the Mandated Leave is approved. HACAP may initiate suspension of access to the agency's computer systems.

Process Manager

This policy was written by the Human Resource Department for use by all HACAP operations. Questions regarding this policy should be directed to the Human Resources Department at 319-393-7811.