

DEPARTMENT OF JUVENILE SERVICES

October 20, 2009

TO: Distribution
FROM: Peggy Howard, Assistant Director
SUBJECT: *Amendment No. 4 – Policies and Procedures*



This is Amendment No. 4 to the policies and procedures manual for Secure Detention. Please take the time to read what has been changed to stay abreast of all policies and procedures. You are responsible for this information.

The following subsections are changed under this amendment:

2.0 Management Policy

<u>Subsection/Title</u>	<u>Page</u>
2.17 Leave Policies	2-10

Removed and/or Edited

(a) (See insert #2 for FMLA Policy)

Replaced With

(a) Notification of Leave under the Family Medical Leave Act (FMLA) – When practicable, notification of need for FMLA shall be submitted to the Supervisor (or designee) in writing no less than 30 days prior to the commencement of leave. When a 30-day notice is not practicable, an employee is required to inform his/her Supervisor as soon as the employee knows he/she will need leave. See Personnel Administrative Manual Policy #703, Leave for Medical Purposes, for additional information regarding FMLA.

<u>Subsection/Title</u>	<u>Page</u>
2.17 Leave Policies	2-10

Removed and/or Edited

(b) All leave must be personally requested and authorized. Leave is approved by the Supervisors, and Program Administrators.

Replaced With

(b) All leave must be personally requested and authorized. Leave is approved by the Supervisors and Program Administrators.

