

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Policy No.** II D. PO..018  
**Subject:** Unpaid Leave Less than Five (5) Days  
**Section:** Human Resources

**Issue Date:** August 1, 2008  
**Effective Date:** Upon Release  
**Approved:**/S/Peter H. O'Meara  
**Commissioner**

**A. Policy Statement**

The success of the Department of Developmental Services in carrying out its mission depends to a large degree upon the dependability of its employees. Absenteeism can have a severe impact upon the ability of our Department to provide essential services to our clients. For this reason, a request for a leave of absence less than five (5) days shall be considered if the employee has made a request in advance for good cause. Approval shall be based on agency operating needs. While there may be situations beyond an employee's control, which causes absence from work, to the extent possible, employees are expected to minimize absence due to unanticipated emergencies.

**B. Applicability**

This policy applies to all DDS employees.

**C. References**

State Personnel Regulations Section 5-248-1  
State Personnel Regulations Sec. 5-248-2 (a)  
Guidelines and Procedure for Standardization of Dependability Reviews