

**STATE OF CONNECTICUT  
DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Procedure No:** II D. PR. 018  
**Subject:** Unpaid Leave Less Than Five (5) Days  
**Section:** Human Resources

**Issue Date:** August 1, 2008  
**Effective Date:** Upon Release

**A. Purpose**

To provide general guidelines and procedures for employee requests for leave of absence for a period less than five (5) days.

**B. Applicability/Scope**

This advisory applies to all employees in the DDS regions and at Southbury Training School.

**C. Definitions**

**Unpaid Leave of Absence for Less than 5 days**– absence pursuant to State Personnel Regulations Section 5-248-1, which states, “A leave of absence without pay not to exceed five consecutive work days at one time may be granted to any employee in the state service for any cause satisfactory to the appointing authority concerned”.

**Unpaid Leave of Absence for More than 5 days** – absence pursuant to State Personnel Regulations Sec. 5-248-2 (a), which states, “Any employee seeking a leave of absence from state service for longer than five consecutive work days shall submit his request in writing to his appointing authority, setting forth the reason for the leave and the beginning and ending dates of the leave desired. The appointing authority shall promptly review the employee's request and transmit a copy thereof to the Commissioner of Administrative Services for review and approval”. (Reference collective bargaining agreements for further definition)

**Unauthorized Leave** – An employee’s failure to report his/her absence according to Department/Facility policy or to otherwise absent herself/himself from work without proper authorization.

**D. Implementation**

1. Employees are expected to manage their personal business in a manner, which will enable them to report for work in a regular and dependable fashion in accordance with the Department’s Dependability/Attendance guidelines.
2. A request for a leave of absence for a period less than 5 days shall be made in advance of the leave. The request shall be made to the appointing authority in writing on the prescribed form. For the purpose of this policy and procedure only, the Department of Developmental Services has designated the appointing authority as the Regional Human Resource Director.
3. Approval or denial of a leave of absence less than five (5) days shall be based on documentation provided on the attached designated form.
4. A request for a leave of absence for a period less than 5 days shall be granted at the sole discretion of the employer and shall be based on agency operating needs.
5. Failure to request unpaid leave in advance but still taking the time off shall result in the employee’s time being charged to Unauthorized Leave. Incidents of Unauthorized Leave will be documented on the time and attendance record and may form the basis for progressive discipline.

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**E. Dissemination**

1. Dissemination to DDS New Employees
  - a. DDS Human Resources staff will present all new DDS hires with a copy of the Unpaid Leave Less Than Five (5) Days Policy and Procedure during the new employee orientation.
  - b. Each new DDS employee must acknowledge receipt of the Unpaid Leave Less Than Five (5) Days Policy and Procedure by signing and dating the sign-off sheet for this policy. The acknowledgement shall be maintained in their personnel file.
  - c. The Human Resources representative will make a copy of the signed-off sheet and give the copy to the employee.
2. Dissemination to DDS Existing Employees
  - a. Each existing DDS employee will receive a copy of the DDS Unpaid Leave Less Than Five (5) Days Policy and Procedure, and sign an acknowledgement that they have received it. The acknowledgement shall be maintained in their personnel file.

**F. References**

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

**G. Attachments**

Attachment A: Request Form for Unpaid Leave Less Than Five Days