



California Association of Peer Supporters (CAPS) Academy Training Policies and Procedures

Policy	July 2022
Leave of Absence	

PURPOSE: To ensure the California Association of Peer Supporters (CAPS) Academy provides a minimum of 80 hours of instruction to training participants who receive a certificate of completion.

POLICY: The CAPS Academy recognizes that over the course of enrollment it may be necessary to take a Leave of Absence from training for a variety of reasons. A participant, who is granted a Leave of Absence by CAPS Academy, is not considered to have withdrawn from CAPS Academy. A Leave of Absence that has been granted will not affect the participants' accumulated hours; however, it will affect their scheduled completion date.

Reasons for which a Leave of Absence may be granted include but are not limited to:

- The birth or adoption of a child or placement of a foster child.
- The care of a sick spouse, child or parent.
- The participant's serious health condition.
- Death of an immediate family member.
- Documented military duty.
- Documented jury duty.
- A situation where the participant must leave town.

PROCEDURE: CAPS Academy Staff will adhere to the following protocol:

Participants must confer with CAPS Academy Director of Training to determine if they are eligible for a Leave of Absence and what the impact will be on their program. The participant who takes a Leave of Absence must return to the same class they were in when they left. CAPS Academy staff will assist the participant in requesting a Leave of Absence and will determine if supporting documentation is required.

Participant may request one (1) personal leave and two (2) medical leave after completion of 24 class hours.

To be placed on a personal Leave of Absence the participant must:

1. Complete the request in writing.
2. Be approved by the Director of Training.
3. Must be maintaining Satisfactory attendance.
4. Leave must be a minimum of three (3) class days.
5. Participants who take personal leave must return to the same stage in the program as when they left.

To be on a medical Leave of Absence participant must:

1. Complete the request in writing.
2. Attach all medical documents.
3. Be approved by the Director of Training.
4. Leave must be a minimum of three (3) class days.
5. In combination, two medical leaves cannot exceed 10 class days, except in rare extenuating circumstances.

NOTIFICATION

The participant must request the Leave of Absence in advance unless unforeseen circumstances prevent the participant from doing so and:

- A. The request must be in writing;
- B. The request must include the participant's reason for the Leave of Absence; and
- C. The request must include the participant's signature.

Participants who take medical leave must return to the same stage in the program as when they left.

******Participant may not arbitrarily decide to take a Leave of Absence. Participants must obtain approval from the Director of Training for Leave of Absence. Any participant who does not confer with CAPS Academy Director of Training will not be granted a Leave of Absence.**

- The participant will be informed as to when they are scheduled to resume class.
- The participant will return to CAPS Academy with the same academic and attendance held prior to the Leave of Absence.

Failure to return from the Leave of Absence on the agreed date will result in immediate termination from CAPS Academy, unless otherwise agreed upon by the participant and the Director of Training to extend the Leave of absence. An extension must be agreed upon at least 2 (two) days prior to the original agreed upon return date. Additional medical certification will be required to extend a medical leave.

Participant will be withdrawn if the participant takes an unapproved Leave of Absence or does not return by the expiration of an approved Leave of Absence.

Participant is responsible to make up any missed test(s). Participant will need to consult with instructors to schedule missed test(s).

Appeals:

A participant may file an appeal regarding their (a) denial of leave of Absence or (b) termination from the CAPS Academy. The participant must submit the appeal in writing within ten (10) business days of receiving the decision being appealed. If the Director of Training issued the decision, the participant may direct an appeal to the CAPS Academy Project Director. The participant may not attend courses during the appeal period. Appeals should clearly state the specific grounds for appeal and should present relevant information, including medical or clinical evidence, in support of the participant's position. The participant may be required to obtain a note from their health care providers. The Director of Training Institute will review the note and any additional information submitted by the participant in the appeal and will render a written and final decision within ten (10) business days of receiving the appeal.