

Leamington Mennonite Home  
Retirement Residence

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Resident Care	<b>SUBJECT:</b> Leave of Absence – Resident	<b>SECTION:</b> L <b>POLICY:</b> 1
<b>DATE:</b> September 2004 <b>REVISION DATES:</b> July 2012, April 2013	<b>Administrator's Signature:</b> _____	

**LEAVE OF ABSENCE – RESIDENT**

**POLICY:**

**Medical Leave** in a hospital for up to 30 days at a time is available.

**Psychiatric leave** in a hospital for up to 60 days at a time is available.

**Vacation absences** of up to 21 days in a calendar year are available. The use of any of these days does not reduce a resident's available vacation or casual leave days.

The timeframes of these special leaves and/or absences can be extended by special permission of the Administrator in consultation with the Director of Nursing and Personal Care.

Authorization of the resident's attending Physician is required for medical and psychiatric types of these leaves. The authorization must state the reason for the transfer to the hospital and anticipated length of absence.

The resident's family should be notified at least 24 hours prior to either of these leaves; or, where circumstances do not permit 24 hour notice, as soon as possible. A record of these leaves is kept by the facility.

See Policy & Procedure – Transfer Resident to Hospital for procedure.

The medical or psychiatric leave may be extended if a resident cannot return to the Home because of a public health order restricting admissions.