


Maine Medical Center
MaineHealth
Volunteer Services

SUBJECT: Leave of Absence Policy

DATE: 12/21/2017

POLICY: Leave of Absence Policy

PURPOSE: To provide a consistent process that is compliant with The Joint Commission, Federal, State, and Maine Medical Center Policies.

PROCEDURE: Volunteers who would like to request a Leave of Absence (LOA) need to notify both Volunteer Services and their Department Supervisor.

- Leave of Absence (LOA): 4 weeks to 6 months
- Inactive: six months or longer

Once LOA is initiated, assignments are no longer guaranteed but may be available upon return.

Badge must be returned to the Volunteer Office at the beginning of their LOA.

ISSUED BY: Kathy Berube, Director, Volunteer Services

REVIEWED: 12/21/17