
Leave of Absence Policy

A participant may take a leave of absence from the BeHOPE training program for personal and/or family obligations, medical conditions, emergencies or military deployment by emailing a Leave of Absence request form to the training coordinator Amber Minniefield at amber@pmhsworkforce.org or program administrator Eboni Decot at eboni@pmhsworkforce.org who will respond within 2 business days of the request. Depending on how much time away is needed the participant may rejoin the program with the next cohort or any subsequent cohort.

A participant who has engaged in behavior that has violated program rules, regulations, or policies may be subjected to a reconsideration review or probationary period prior to rejoining the training program. If a leave is granted prior to the conclusion of any disciplinary procedure, the process will be continued upon the participant's return.

If a participant takes a leave of absence during the first three weeks of online training, and/or does **not** restart the training with the following cohort, the participant will be required to restart the training again from the beginning and will not be given credit for the courses completed.

If a participant takes a leave of absence after the first three weeks of online training and returns to complete training with the following cohort, the participant may restart the training from the module they left off on. They may also be given credit for the courses completed.

For all participants who have taken a leave of absence and are ready to rejoin the program they can send an email to the training coordinator or program administrator indicating their desire and readiness to resume training.

Return from Leave of Absence

Participants on a leave of absence are considered active participants and can resume training in an upcoming cohort after a leave status. If a participant is unable to resume training because they are inactive, they should contact the training coordinator Amber Minniefield at amber@pmhsworkforce.org or program administrator Eboni Decot at eboni@pmhsworkforce.org for reentry at the time of the orientation of the new cohort. Participants are expected to attend orientation for training upon returning from a leave of absence.

Participants who are withdrawn but have completed online training, career counseling and WEX and are seeking certification may be reentered on a leave of absence, pending BeHOPE Administration approval.

Participants who wish to resume BeHOPE Training following a medical leave must contact the training coordinator Amber Minniefield. Reentry from a medical leave requires medical clearance documentation. Once all documentation is received by BeHOPE administration, it will be reviewed and the participant will be notified of the decision whether to allow the participant to return.

Appeals Process

Step 1: Discuss Concerns with the training coordinator to see if it is possible to reach agreement on the issue(s). If the participant is not satisfied with the outcome of this discussion, or if the participant is not comfortable discussing the issue with the instructor, the participant can enter the formal procedure.

Step 2: Complete an Appeal form. All relevant supporting materials should be attached to the form. The form should be submitted no later than seven (7) calendar days from the day when the Leave of Absence determination was communicated to the participant. The Appeal form should be submitted to the Program Director at admin@pmhsowrkforce.org.

Step 3: The program director will communicate a respond and determination no later than 5 business days from the receipt of the appeal request.