



Palm Beach County  
Youth Services Department  
Residential Treatment and Family Counseling Division

## Family Leave Policy

In accordance with the mission, vision, and values of the Youth Services Department (YSD), which serves families, the internship program has adopted a policy to support interns in the event of extenuating circumstances that impact their family during the time they are on internship. Extended leave without pay may be granted for a serious health condition of the intern; intern's spouse or registered domestic partner; child; or parent; or for the birth of a child and care of a newborn, or placement of a child with intern for adoption.

Interns are encouraged to address any requests for leave with their supervisors and the Training Director as early as possible in order to collaboratively create a plan for the successful completion of the 2,000 hour internship. To be considered for a leave of absence, the intern must present a written request to their supervisors and the Training Director outlining the reason and time period for the requested leave of absence. When an extended leave is granted, internship activities must be completed by final date of internship, as indicated in the contract between the intern and Palm Beach County. An amended contract may be needed in some situations.

Interns may work extra hours prior to their leave in order to accrue the necessary hours and clinical experience, as well as receive their full stipend, which is budgeted for the exact dates indicated in their contract, and may not go beyond these dates. Once the intern is able to return to the office, they will work on a voluntary basis to complete their 2,000 hours.