

DEPARTMENT GENERAL ORDER 07-37

OFFICE of the CHIEF OF POLICE
REPLACES: SOP 300.28.08

DATE: January 30, 2007

LEAVE OF ABSENCE

I. PURPOSE.

There may be rare occasions when an employee requires an extended leave of absence from his or her employment responsibilities with the city. The following guidelines provide direction in regard to the use of "Approved Leave without Pay."

II. APPROVAL PROCESS.

An employee who wishes to request a leave of absence shall submit a written request up through the proper chain of command. The Chief of Police will review same, attach his recommendation, and forward the document through the Human Resources office to the City Manager.

The City Manager may grant a full-time employee leave without pay for a period not to exceed a year, when the city, at its sole discretion, determines that it is in the interest of the city to grant such leave.

III. GENERAL INFORMATION.

Leave without pay will only be approved after all personal holiday, vacation, and compensatory time leave balances, and sick leave balances (if relevant to the specific situation) are exhausted and only if department staffing permits.

During the employee's approved leave of absence, the city shall be under no obligation to hold the employee's position open and it may be filled.

Approved leave without pay shall not constitute a break in service, subject to the provisions of the benefit plans and insurance policies. Continuation of benefits shall be determined by the City Manager (subject to the limitations of the insurance policies) on a case by case basis. No sick leave or vacation leave will accrue to an employee during a leave without pay that extends through one complete payroll period. Additionally, employees will not be paid for holidays that occur during a leave of absence.

At the expiration of the leave of absence, the employee shall be reinstated to the position they vacated should the position still exist. If the position has been filled, a reasonable attempt will be made to place the employee in a position of the same class for which he or she are qualified, depending upon availability and relevant laws. Should no vacant position of similar and/or equal status be available, the city shall be under no obligation to retain the individual as an employee.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld
CALEA Reference: 22.2.1