



# OTHER LEAVE

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## **I. MILITARY LEAVE**

Military leave will be granted in accordance with the provisions of the County Code and applicable labor contracts. Employees under military obligation are required to inform the Police Personnel Section via their chain of command. Employees called to active duty or reserve duty will provide a copy of all duty orders to Police Personnel as soon as practicable.

## **II. FUNERAL LEAVE**

### **A. Represented Employees**

For employees represented by recognized bargaining units, funeral leave will be granted in accordance with the applicable memorandum of agreement.

### **B. Non-Represented Employees**

In the event of the death of the spouse, child, brother, sister, parents or parents-in-law, of a permanent non-represented employee, the Chief of Police may grant the employee not more than three (3) working days leave with pay.

## **III. LEAVE WITHOUT PAY**

A. An employee may apply to the Chief of Police for leave of absence without pay for personal reasons. The Chief of Police may authorize the leave for periods not to exceed twenty (20) work days in a calendar year.

B. In addition to the leave granted by the Chief of Police,

1. Requests for leave of absence without pay for not more than twenty-five (25) work days in a calendar year may be granted by the Chief of Police with the approval of the County Personnel Officer; and
2. In cases of extreme and warranted need, leave without pay for more than twenty-five (25) work days in a calendar year may be granted by the County Personnel Officer with the approval of the Chief Administrative Officer.

C. An employee who is granted leave of absence without pay for more than forty-five (45) work days is not guaranteed to be restored to the position that the employee left, unless the position is vacant and available. If an employee is not restored to the position left, the employee shall be afforded priority employment consideration for a period of one year from the date granted leave of absence without pay for any announced classification for which the employee applies and meets the minimum qualifications.

D. An employee who has been on an approved leave of absence without pay and who is restored to employment from the priority reemployment list shall be restored to the employee's previous status. The employee is not entitled to annual and disability leave credits that would normally have accrued during the leave of absence.

**IV. SPECIAL ASSIGNMENTS**

The Chief of Police may authorize absence from work for training, education, professional enrichment, or other causes of benefit to the department and the employee as determined by the Chief. When such absence is authorized during the employee's normal work hours, the employee will receive his or her regular rate of pay.

**V. OTHER LEAVE BENEFITS**

Leave such as jury, civic and court will be taken and charged in accordance with employee bargaining unit contracts.

**VI. PROPONENT UNIT:** Personnel Section.

**VII. CANCELLATION:** This directive cancels Article 7, Sections 7.1.7, 7.1.8, 7.1.9, & 7.1.10.  
Prior date: 03-30-94.