



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



251.03 LEAVES OF ABSENCE 09-16-91

PURPOSE

To establish procedures for requesting/granting of leaves of absence.

POLICY

To process requests for leaves of absence per Civil Service Board Rule 10 and City Personnel Policy Instruction Section 87-3.

PROCEDURE

A. MEDICAL

1. Non-industrial illness or injury requiring absence from work without pay:
 - a. Absence from duty for up to ninety (90) days may be approved by the Chief of Police and need only be reported to the Personnel Department.
 - b. Absence for over ninety (90) days shall be recommended by the Chief of Police and granted by the Director of Personnel.
 - c. Requests for over ninety (90) days of absence shall be accompanied by proof in the form of a medical report from the employee's physician documenting the disability and duration.
2. For pregnancy disability leave, the processing procedures are the same as above; the application procedure is different:
 - a. Duration is normally limited to six (6) months (exceptions may be considered).
 - b. Employees may use accrued paid leave credits or be on unpaid leave. (Personnel Policy Instruction covers rules for combining paid and unpaid leave).
3. Reinstatement Rules
 - a. Employees returning from non-industrial illness/injury absences of six (6) months or less have rights of reinstatement.
 - b. Reinstatement of employees absent over six (6) months is permitted only if a vacancy exists.

B. NON-MEDICAL

Absences for education/training which benefit the City, or for personal reasons shall be categories of leave without pay and are subject to the same request, approval and duration rules for medical reasons. Reinstatement rules differ:

1. Employees returning from education or personal leaves of absence of ninety (90) days or less shall be reinstated to their former department and classification.
2. After more than ninety (90) days of absence, reinstatement is dependent upon the existence of a vacancy.