

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 6.38
		Issue Date: August 23, 2006
		Revision Date: December 11, 2018
CHAPTER: Human Resources		Related Policy: Relevant Labor Contracts (LCPOA, AFSCME)
SUBJECT: Leave of Absence		Related Laws:

POLICY: Leaves of absence will be granted to represented employees in accordance with the applicable labor agreement. Although details in each contract may differ, the administrative processing for leaving and returning from leaves of absence will be the same.

1. Leaves of absence for good cause may be granted by the Sheriff provided that the leaves do not significantly disrupt normal operations.
2. All leaves of absence must be requested in writing.

RULE: None.

PROCEDURE:

I. Request for Leave of Absence

- A. The employee will submit a Request for Leave of Absence in memo format to his/her supervisor. Any documentation, such as a labor agreement for a temporary assignment with an external company or any other documents in support of the request, should be forwarded with the Request Form for consideration.
- B. The request will be forwarded through command channels with the final decision resting with the Sheriff or designee. The Sheriff or designee will make his/her determination within 10 days of receipt of the request. His/her response will be sent to the employee, the employee's supervisor and Human Resources for inclusion in the employee's personnel file.

II. Return from Leave of Absence

- A. As soon as a return date has been confirmed, the employee will advise his/her supervisor and Human Resources of the date in writing.

- B. It should be noted that LCPOA members under the provisions of Article 11 may be granted up to one year after each five years of continuous service under the following conditions:
1. The request is made **at least six months in advance** of the beginning date of the leave.
 2. Employees returning from this type of leave shall not displace or cause the layoff of any employees employed at the conclusion of the leave, but shall be **entitled to the first available yacant position** in the classification held at the time the leave started.
 3. To be eligible to return from such leave, the employee must meet the minimum health and employment standards and be capable and qualified to perform the job.
- C. Before returning to work, the employee may be required to undergo a complete physical examination and may be subject to a modified background check.