Chapter 2: Professional Practices	**Policy #** 2.9	**Page**: 1 of 4
Subject: Employee Leave	**Standards**: Merit Rules, Collective Bargaining Agreements	
Effective Date: 1/19/10	**Revised**: 6/27/14	

I. PURPOSE: To ensure adherence to attendance practices and emphasize its essential function.

II. POLICY: This policy establishes guidelines for requesting leave, reviewing leave usage, determining excessive use or abuse of leave, and the procedures for returning to work following an injury or extended illness.

III. DEFINITIONS:

A. Blocked Leave: Five (5) or more consecutive days requested to be reserved by December 15 of each calendar year for use during the following calendar year.
B. Occurrence: Any unscheduled, consecutive use of leave.

IV. PROCEDURES:

A. Requesting Leave

1. Annual Leave

a. Secure Care

- A blocked leave request log shall be made available to employees in December of each year.
- An employee requesting blocked leave shall complete the block leave request book.
- Employees shall complete and forward an electronic leave request form for requests not previously submitted for block leave by the 15th of each month for consideration for the following month.

b. Community Services

- Employees shall complete an electronic leave request form and forward to their direct supervisor for approval.

c. Office of the Director

- Employees shall complete an electronic leave request form and forward to their direct supervisor for approval.

2. Emergency Leave: use of annual leave for emergency situations other than sickness will be determined on a case-by-case basis with appropriate documentation to support the request.

3. Sick Leave: Requests for sick leave shall be submitted in advance. In instances of unanticipated need to use sick leave, employees must notify their supervisor as specified below. Failure to do so or otherwise obtain approval shall result in leave denial.

   a. Secure Care

      - Employees shall notify the Supervisor on Duty at least two hours prior to the start of their shift. Employees must also have direct verbal communication with their immediate supervisor or designee at the start of their shift.

   b. Community Services

      - Employees shall notify their immediate supervisor or designee and support staff by direct verbal communication within the first hour of absence.

   c. Office of the Director

      - Employees shall notify their immediate supervisor or designee and support staff by direct verbal communication within the first hour of absence.

4. Other Leave With or Without Pay: Requests for other leave with or without pay shall be submitted in advance. Employees shall submit an electronic leave request form and supporting documentation to their immediate supervisor.

B. Approval of Leave Requests

1. Requests made in advance are subject to agency approval, taking into consideration employee requests, operating requirements, and seniority.

2. Supervisors may require justification of the need for requested leave.

3. Supervisors shall verify employees' annual and sick leave balances before submitting leave request forms to the timekeeper.

C. Accountability

1. The Superintendent/Chief/Administrator is responsible for reviewing employees' attendance and leave record if patterns of abuse or excessive use are established. Patterns of abuse and excessive use will be identified according to the following conditions:

a. Patterns of Abuse

- On an assigned weekend to work
- Before or after a weekend off
- Before or after a holiday
- On an assigned holiday to work
- Before or after vacation
- On pay days or day after pay day
- Same day of the week

b. Excessive Use

- Six (6) occurrences within 12 consecutive months.
- Any days used in excess of the number of days accrued annually

2. Attendance Improvement

a. An employee found to be abusing or excessively using leave will be placed on an Attendance Improvement Plan. The plan will be developed by the supervisor and employee and approved by the Superintendent/Chief/Administrator (Attachment A).
b. The Attendance Improvement Plan will be effective for 90 days.
c. The supervisor will review the attendance and the improvement plan with the employee every thirty (30) days, using copies of time keeping documentation as a resource. At the third meeting (90th day), the supervisor will determine if the employee can be removed from the Attendance Improvement Plan or if it requires extension.
d. The Attendance Plan (attachment) will note the meetings dates for review.
e. The removal or extension request must be approved by the Superintendent/Administrator/Chief.

D. Return to Work: A Return to Work Authorization Form (Attachment B) is required. This will ensure that employees are able to perform the full range of their job duties and that any exceptions do not affect security or safety under the following conditions: any extended illness or injury exceeding three (3) consecutive days; any work related injury regardless of time lost from work; or surgery which results in time lost from work.

1. A Return to Work Authorization Form must be completed by a physician and submitted to the Superintendent/Chief/Administrator for approval before the employee may return to work.

2. If any limitations or restrictions in duty assignments are noted on the Return to Work Authorization Form, the Superintendent/Chief/Administrator shall determine if there is a light duty assignment with the employee's assigned facility or unit. If a light duty assignment is not available within the employee's facility or unit, the Return to Work Authorization Form shall be forwarded to DSCYF Human Resources for determination.

3. A final decision to allow an employee to return to work must be made within 24-hours or the next business day after the Return to Work Authorization Form has been submitted.

4. The Return to Work Authorization Form with original signatures must be forwarded to DSCYF Human Resources.

5. Agencies shall make every effort, based on organizational needs, to place temporarily disabled employees in alternate duty assignments, subject to medical restrictions, not to exceed 90 days. Extensions may be granted contingent upon expectations of employees' release to full duty within a time frame that meets agencies' operational needs. Such requests for extensions shall not be unreasonably denied.

*All federal FMLA requirements supersede this policy.

Review Date:	Reviewed By:
6/27/14	Nancy S. Dietz
5/16/16	Nancy S. Dietz