



KENOSHA POLICE DEPARTMENT

POLICY AND PROCEDURE

22.7 Leave of Absence Request-Civilians

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I. PURPOSE

To clarify and firmly establish a uniform procedure for civilian employees to request leave of absence without pay.

II. PROCEDURE

A leave without pay is any leave from your job without pay. Any leave without pay must be approved in advance and will not be approved unless all vacation and compensatory time is used up first.

Requests for a calendar week or less should be made on the blue Report of Absence form.

Requests for leave of absence (LOA) in excess of a calendar week are to be made on special Request for Leave of Absence forms, which are available from your supervisor and the city employee intranet.

All information requested on the form must be provided including the Physician's Certificate if LOA is for illness, injury or pregnancy.

LOA will not be approved unless beginning and ending dates are specified. If you or the physician are unsure of the return to work date, estimate it. An extension may be granted if necessary.

Initial requests for leaves of absences for illness or injury beyond 60 days will be discouraged. This provides a reasonable amount of time off yet ensures timely reports to your supervisor. If additional time off is required and substantiated by your physician, extensions may be granted to a maximum of one year.

All Requests for Leave of Absence should be submitted to your supervisor, who will forward them to the Chief of Police. If the LOA is for a calendar week or less, the Chief of Police has final approval. If it involves a longer period, the request must receive approval from the Personnel Supervisor and the Mayor.

Nothing in this procedure is intended to conflict or interfere with rules or issues pertaining to or benefits provided in the Federal Medical Leave Act.

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