



# Yuma County Sheriff's Office

<b>Subject: Leave, Illness, and Injury</b>	<b>POLICY NO: 207.1 – 207.5</b>
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<b>SPECIAL INSTRUCTIONS: None</b>	

## 207.1 PURPOSE:

The purpose of this Policy is to provide guidelines for the use of all forms of leave, including, but not limited to, Paid Time Off (PTO), Industrial Leave, Civic Duty Leave, Military Leave, Higher Education Leave, Administrative Leave, Bereavement Leave, Family and Medical Leave (FMLA), Educational Involvement Leave, and Leave of Absence Without Pay.

## 207.2 POLICY:


The Yuma County Sheriff's Office ("Office") permits employees to take leave consistent with applicable law and the Yuma County Personnel Rules.

**207.3 DEFINITIONS:** All forms of leave are defined in the Yuma County Personnel Rules. Refer to Chapter IV, PR-401 through PR-421, inclusive.

## 207.4 PROCEDURE:

### A. Types of Leave:

- 1. Paid Time Off (PTO):** Paid Time Off (PTO) provides employees flexibility and responsibility to manage their PTO for occurrences such as vacations, personal, or family illness or injury; medical and dental appointments; personal business; and holidays not observed by the County. PTO leave must be scheduled and approved in advance according to Office policy. (Yuma County Personnel Rule 403)
- 2. Industrial Leave:** An employee who sustains a job-related disability that is compensable under the Workers' Compensation Laws shall be placed on PTO. (Yuma County Personnel Rule 405).
- 3. Civic Duty Leave:** An employee shall receive leave with pay while serving as a juror, complying with a subpoena, voting, or serving as a member of a governmental board, commission, or similarly constituted governmental body. (Yuma County Personnel Rule 406)

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4. **Military Leave**: An employee is eligible for leave with pay for military service pursuant to applicable state and federal laws. (Yuma County Personnel Rule 407)
5. **Higher Education Leave**: An employee may participate in formal education or training, with pay, at a college, university, or technical school with the approval of the Sheriff or their designee and Human Resources, provided, however, that the application meets the requirements of Yuma County Personnel Rule 408
6. **Administrative Leave**: An employee may be granted leave with pay during a state of emergency, if the employee is relieved of their duties pending an investigation of alleged wrongdoing, or for any other period approved by the Sheriff. (Yuma County Personnel Rule 409)
7. **Bereavement Leave**: An employee may be granted leave with pay, not to exceed forty (40) working hours (prorated for part time employees) due to the death or funeral of a spouse, child, parent, grandparent, grandchild, brother, sister, mother-in-law or father-in-law, step-parent, step-child, daughter-in-law, son-in-law, or a person serving in *loco parentis* of either an employee or their spouse (if domiciled with employee). (Yuma County Personnel Rule 410)
8. **Family and Medical Leave Act of 1993 (FMLA)**: An employee may be granted up to twelve (12) weeks of unpaid, job-protected leave for certain family and medical reasons if the employee has worked for the County for at least one (1) year and for 1,250 hours during the previous twelve (12) months. (Yuma County Personnel Rule 411)
9. **Leave of Absence Without Pay**: All Leave of Absence Without Pay must be approved by the Sheriff or their designee in advance in writing. The Leave of Absence will first be considered under FMLA policy. If the Leave of Absence does not apply to FMLA the Leave of Absence shall require approval by the Sheriff or their designee. (Yuma County Personnel Rule 413)
10. **Educational Involvement Leave**: An employee may participate in certified preschool, accredited private school, or public school setting for purposes of assisting in tutorial programs, serving as a guest lecturer, or attending parent/teacher conferences, or other school supported activities with the approval of the Sheriff or their designee, provided, however, that the application meets the requirements of Yuma County Personnel Rule 421.

#### **B. Reporting for Duty:**

An employee shall report for duty at the time and place specified by their supervisor, with the equipment specified by current Office policy or by the employee's supervisor, unless absence is authorized by the employee's supervisor. Employees shall report absences in accordance with current Office policy.

#### **C. Reporting During Illness or Injury:**

Except in an emergency, an employee who reports sick or injured shall contact their supervisor no later than one hour prior to the start of the employee's next scheduled shift. The employee shall provide the expected duration of the medical disability.

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The employee shall, on a daily basis, report their progress of recovery unless such daily reporting is excused by their supervisor.

**D. Feigning Illness or Injury:**

An employee shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the Office as to the state of their health.

**E. Release of Medical Information:**

If an employee is absent for longer than 3 consecutive days, the Sheriff or their designee may request medical verification from the employee's health care provider regarding the employee's condition and the physician's recommendations regarding the employee's ability to perform their essential duties. Such request shall be authorized by the employee.

**207.5 AMENDMENT:**

This policy is subject to amendment, revision and/or rescission as required.

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