

Paid Leave

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of paid leave. The accrual and terms of use of paid leave for eligible employees are detailed in the City personnel manual.

This policy is not intended to cover all types of paid or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq).

1007.2 POLICY

It is the policy of the Louisville Police Department to provide eligible employees with a paid leave benefit.

1007.3 USE OF PAID LEAVE

Paid leave is intended to be used for qualified absences, including vacation time, sick days, holiday observances, and personal business. Leave must be approved in advance, other than unscheduled illnesses. Abuse of paid leave may result in discipline, denial of paid leave benefits, or both.

Employees on paid leave for illness shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

1007.3.1 NOTIFICATION

All members should notify the Shift Supervisor or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor (CRS § 8-13.3-404).

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30 days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1007.3.2 MANNER OF NOTIFICATION

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Notice may be made orally or in writing and should include the expected duration of the absence (CRS § 8-13.3-404). Members are not required to disclose details related to domestic violence, sexual assault, stalking, or health information details (CRS § 8-13.3-412).

1007.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work (CRS § 8-13.3-404). Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

1007.4.1 EXTENDED ABSENCE DUE TO PUBLIC HEALTH EMERGENCY

Members will not be required to provide documentation from a health care provider for paid sick leave taken during a public health emergency when authorized under CRS § 8-13.3-405.

1007.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

1. Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of paid leave and absences is consistent with this policy.
2. Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Department of Human Resources as appropriate.
3. Addressing absences and paid leave use in the member's performance evaluation when excessive or unusual use has:
 1. Negatively affected the member's performance or ability to complete assigned duties.
 2. Negatively affected department operations.
4. When appropriate, counseling members regarding excessive absences and/or inappropriate use of paid leave.
5. Referring eligible members to an available employee assistance program when appropriate.

