



Jeffrey R. Gahler,
Sheriff

HARFORD COUNTY SHERIFF'S OFFICE PERSONNEL POLICY

Leave and Modified Duty

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1. Purpose

To provide members of the Harford County Sheriff's Office (HCSO) with guidelines regarding time off with or without leave, modified duty, and use of medications.

2. Policy

The HCSO recognizes and respects the value of its members. As such, part of the employment package includes time-off that shall be used according to the guidelines contained in this policy. In addition, the Agency values having the member at work and will strive to provide a period of modified duty when they are medically unable to perform the essential functions of their job.

3. Definitions

EXTENDED LEAVE: Any leave period greater than three (3) days.

IMMEDIATE FAMILY: The spouse, parents, siblings, children, step-parents, step-children, grandparents, great grandparents or grandchildren of a member or the member's spouse.

TEMPORARY EMPLOYEE: Employee hired to serve a specific business purpose. These employees do not have the job security offered to full-time employees and generally do not receive full benefits.

UNAUTHORIZED ABSENCE: Absent from scheduled duty without approval from a supervisor (either with pay or without pay).

4. Leave in General

- A. Any modifications to leave benefits provided to Agency members shall be made available in writing to all members prior to the effective date of the modification.
- B. During the first six (6) months of employment, members shall not be granted leave with pay, except accrued Compensatory Leave, Jury Duty Leave and Funeral Leave.
- C. Any request for exception must be made in writing using a Memorandum (Form SO-212) through the

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chain of command for consideration and approval by the Sheriff or his designee.

- D. A member is prohibited from using leave without pay if the member has a positive leave balance of any type, unless the member is on approved Family Medical Leave due to a serious health condition of the member's spouse, son/daughter or parent (see 7.N.3 below).
- E. A member on extended leave for medical reasons will maintain weekly phone contact with their supervisor.
- F. School Crossing Guards are not entitled to leave benefits of any type.
- G. Temporary employees accrue Administrative Leave based upon the number of hours worked per month.

5. Unauthorized Absence

- A. Members are prohibited from being absent from scheduled duty without approval from a supervisor.
- B. Leave requests shall be submitted using the Harford County Leave Request Form at least seventy-two (72) hours in advance, unless other arrangements have been made with the member's supervisor due to unanticipated or emergency circumstances.
- C. Temporary employees granted leave from their scheduled duty will use their administrative leave or not be paid for those hours.
- D. Members are prohibited from submitting a request for leave that has not already been accrued.
- E. Requests for Annual, Personal and Compensatory Leave shall be submitted by the requesting member as far in advance as possible [not to exceed twelve (12) months].
- F. Any denied leave request shall be returned to the member by the supervisor within twenty-four (24) hours of receiving the request explaining the reason for denial.
- G. Notwithstanding the aforementioned time limits, supervisors shall notify affected members of approval/denial/pending status of leave as soon as practicable.
- H. Leave requests shall be granted on an equitable and good faith basis consistent with staffing requirements.
- I. Leave Request Forms for sick or unexpected illness/injury shall be submitted immediately by the member's supervisor, to permit the payroll to be processed in a timely manner.

6. Staffing and Leave Computation

- A. Supervisors are responsible for scheduling requested leave to ensure required staffing levels are met.
- B. Supervisors shall monitor each subordinate's leave totals and rate of leave accumulation to encourage leave to be taken evenly throughout the year to minimize the impact of accumulated leave being requested at the end of the year and the potential for the loss of accrued leave.
- C. Office leave computation and records shall be the responsibility of the Division Timekeeper.

7. Types of Leave

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A. Administrative Leave

1. May be granted by a Bureau or Division Commander (not to exceed one day per calendar year).
2. May be granted by the Sheriff or Chief Deputy for good cause.
3. Leave accrual by Temporary employees.
 - a. Full-time scheduled employees (40 hours per week):
 - (i) earn 14 hours per month (168 hours per year) for years of service 0 through 15;
 - (ii) earn 16 hours per month (192 hours per year) for 16th year through end of employment; and
 - (ii) a maximum of 60 hours may be transferred over to the next calendar year.
 - b. Part-time scheduled employees (minimum of 48 hours worked per month):
 - (i) earn 4 hours per month (48 hours per year) for year 0 through end of employment; and
 - (ii) a maximum of 24 hours may be transferred over to the next calendar year.
 - c. Part-time employees working less than 48 hours per month do not earn administrative leave.

B. Annual Leave

1. Full-time members (non-temporary) shall accrue Annual Leave at the following rates based upon length of service:
 - a. 0 through conclusion of 3rd year 8 hours per month
 - b. 4th year through conclusion of 9th year 10 hours per month
 - c. 10th year through conclusion of 15th year 14 hours per month
 - d. 16th year and up 16 hours per month
2. A member is permitted to transfer a maximum of three hundred twenty (320) hours of Annual Leave to the next calendar year.
3. Any amount in excess of the three hundred twenty (320) hour maximum shall be permanently deducted from the member's leave balance as of January 1st of each calendar year.
4. Upon separation of employment for any reason, the member shall be paid in one (1) lump sum for any unused Annual Leave accrued.

C. Jury Duty Leave

1. Employees shall be granted Jury Duty Leave for time spent on jury duty when it occurs on a regularly scheduled duty day and will receive their full pay.

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2. When New Year's Day (January 1st), Independence Day (July 4th) and Christmas Day (December 25th) occur on a Saturday or Sunday, full-time members who work a "four-and-two" schedule will have the paid holiday recognized on its actual day and not necessarily the day recognized by the Sheriff's Office.
3. Any member scheduled to work on a designated holiday shall be compensated at a rate of time and one-half for every hour worked.
4. Any eligible member (non-temporary) regularly scheduled off on a designated holiday shall be compensated by receiving comp even accrual for the day.

F. Funeral Leave

1. Full-time members (non-temporary) shall be granted Funeral Leave for any individual of the member's immediate family (spouse, parents, siblings, children, step-parents, step-children, grandparents, great grandparents or grandchildren of a member or member's spouse) up to the following maximum limits:
 - a. A maximum of three (3) days when the funeral of the deceased is within two hundred (200) miles of the member's residence.
 - b. A maximum of four (4) days when the funeral of the deceased is greater than two hundred (200) miles from the member's residence.
 - c. Funeral Leave shall be in addition to the member's regular days off and/or designated holidays.

G. Maternity Leave

1. Upon learning she is pregnant; a female member shall notify her Division Commander through her chain of command via Memorandum (Form SO-212) prior to commencement of the next tour of duty.
2. A copy of the Memorandum (Form SO-212) shall also be forwarded to the Human Resources Specialist.
3. If the pregnant member so requests, she will be granted reasonable accommodations associated with her employment and the HCSO will explore all possible means of providing reasonable work accommodations. Options the HCSO will consider to comply with a request for reasonable accommodation include:
 - a. Changing job duties;
 - b. Changing work hours;
 - c. Relocation;
 - d. Providing mechanical or electrical aids;
 - e. Transfers to less strenuous or less hazardous positions; and
 - f. Providing the use of accrued leave.
4. The actual modified duty assignment will be based upon the needs of the Agency and may require a

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change in hours or transfer to another Division.

5. Maternity Leave will fall under the guidelines of Family Medical Leave.

H. Military Leave

1. Any member serving part-time in the United States Military Reserve or a National Guard Unit required to attend annual training exercises shall be granted Military Leave with pay for a period not to exceed fifteen (15) days in one (1) calendar year.
2. The member shall provide a copy of the military orders and a Harford County Leave Request Form to the member's supervisor.
3. If an employee exhausts his military leave and requires additional leave for military training, other options may be considered after evaluation of staffing needs and overtime costs to include:
 - a. Granting accumulated annual, personal or compensatory leave;
 - b. Granting leave of absence without pay after obtaining authorization; or
 - c. Modifying the employee's work schedule so that leave days coincide with military training times.
4. Employees will not initiate or solicit the issuance of military orders for the purpose of receiving military leave from the HCSO.
5. An employee will notify his immediate supervisor at least ninety (90) days prior to attending military training other than unit training assemblies and provide evidence of satisfactory completion of training upon return to duty.
6. If an unanticipated training session is scheduled, the employee will immediately notify his immediate supervisor, regardless of whether the training has been confirmed or is only tentative.
7. Any member called to active duty that exceeds thirty (30) days in one (1) calendar year shall not be paid for time absent from scheduled duty in excess of thirty (30) days Military Leave.
8. If funding is available, the Agency will pay the member the difference between the member's military pay and the pay of the Agency for the duration of active duty orders.
9. A request for Military Leave for active duty shall be made within twenty-four (24) hours of receipt of the member's orders.
10. Military Leave may be used the day prior to or the day following the member's scheduled military duty, if there is less than an eight (8) hour period between the member's scheduled tour of duty at the Sheriff's Office and the reporting time or ending time of the military duty, to ensure that he can receive proper rest.
 - a. For example: if the member was scheduled to work his regular tour of duty at the HCSO on the 1600-2400 shift and was also scheduled to report for military duty the following morning at 0700 hours, he would be entitled to use Military Leave on the day prior to reporting for military duty.

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- b. The same would apply if there was less than an eight (8) hour period between the time the member was released from military duty and prior to the start of his scheduled shift at the Sheriff's Office.

I. Personal Leave

1. On January 1st of each calendar year, each full-time member (non-temporary) shall be credited with eight (8) days of Personal Leave for use during the calendar year.
2. Personal Leave shall only be used in full-day increments.
3. Personal Leave shall not be carried over to the next calendar year. Any unused Personal Leave shall be permanently deducted from the member's leave balance as of January 1st each calendar year.
4. Upon separation of employment for any reason, other than retirement, the member shall be paid in one (1) lump sum for up to two (2) unused Personal Leave days.

J. Sick Leave

1. All full-time members (non-temporary) shall accrue Sick Leave at the rate of ten (10) hours per month with no maximum accumulation.
2. A member may use sick leave for the following purposes:
 - a. Actual illness or temporary disability that prevents the member from performing the essential functions of the member's job;
 - b. Illness or injury to an immediate family member which requires the member to provide care;
 - c. Necessary medical or dental appointments (request and approval required in advance); or
 - d. In accordance with the provisions of the Family Medical Leave Act (see FML section).
3. Any member unable to report for his assigned tour of duty for the purpose of Sick Leave, shall notify the on-duty supervisor at his duty station prior to the scheduled duty to provide ample time for replacement.
4. A member shall not work any secondary employment while on Sick Leave.
5. A member may be required to see a designated Agency medical/mental health provider at any time, when directed by the Sheriff.
6. After a period of thirty (30) days of extended Sick Leave, a member may be required to be examined by an Agency designated health care provider.
7. In the event that a member exhausts their Family Medical Leave entitlement, the Agency will provide the employee with a position for which they are qualified until any remaining accrued Sick Leave is exhausted, not to exceed one (1) year from the first use of leave.
8. If at this time, the member is unable to return to work in a full-duty status, the employment relationship will be terminated.

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9. A member shall be required to furnish a release from a health care provider upon return to duty after three (3) or more consecutive days of Sick Leave.
 10. A member may be required to furnish a release from a health care provider upon return to duty after one (1) to three (3) days absence due to illness or injury at the discretion of the shift supervisor.
 11. A copy of the health care provider's orders shall be forwarded by the member to the Human Resources Specialist and the member's supervisor.
 12. Sick Leave taken for purposes other than illness or injury or for unsubstantiated sick leave usage will be considered abuse of Sick Leave.
 - a. Examples include, but are not limited to, excessive usage of Sick Leave for unsubstantiated illness/injury, patterns in which the member uses Sick Leave in conjunction with other leave, RDOs, or to negate undesirable scheduling or use of Sick Leave when the member does not suffer from a bona fide illness/injury.
 13. Supervisors are responsible for monitoring Sick Leave usage and taking appropriate action in cases of abuse.
 14. Any member discovered to be feigning illness or injury, or abusing Sick Leave in any manner, may have the period of absence charged to the member's Annual Leave balance, in addition to any disciplinary action up to and including termination.
 15. Abuse of Sick Leave may affect a member's performance evaluation. Depending on the extent of the abuse, a member may receive an "Insufficient" rating in the appropriate category of the performance evaluation.
 16. Under no circumstances will a member be subject to discipline for taking Sick Leave for a FMLA qualifying reason during his leave entitlement pursuant to FMLA.
 17. Upon separation of employment due to retirement, the member shall be paid in one (1) lump sum for one-half (50%) of the member's total Sick Leave balance accrued.
 18. Upon retirement, 100% of the member's accrued Sick Leave time will be added to the member's creditable time for retirement calculation of monthly basic allowance. See the Retirement Manual for additional information.
- K. Sick Leave Bank
1. The HCSO offers a voluntary Sick Leave Bank (SLB) to any full-time Sheriff's Office employee who accrues Sick Leave.
 2. The SLB is designed and implemented to provide additional Sick Leave days for HCSO employees who, due to illnesses or injuries, are temporarily incapacitated and have exhausted all of their accumulated leave.
 3. The SLB may only be used for employees' own personal illnesses or injuries.
 4. The SLB may only be used by employees who are expected to recover and return to work.

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5. Current employees may apply to join the SLB during open enrollment (generally the month of May) and new employees may join after their six (6) month anniversary.
6. When necessary, the HR Specialist will provide the employee, family member or legal representative making application on behalf of an SLB member, application forms and leave balances as required for application.
7. The SLB Administrative Manual is available for review upon request to the HR Specialist.
8. The SLB is governed by the SLB Board of Directors with guidance of the SLB Administrative Manual.

L. Worker's Compensation Leave

1. Benefits under the Maryland Worker's Compensation Act may be granted to a member who sustains an occupational injury or illness determined to be job-related and which results in the member's absence from duty per instructions from a health care provider.
2. Determination of compensability under the Act is made by the Harford County Department of Law.
3. Employees must report on-the-job injuries immediately to their supervisor.
4. Authorization must be obtained before seeking treatment; however, emergency care should not be withheld due to a delayed authorization.
 - a. During normal work hours (Monday - Friday, 0800 - 1700) the supervisor shall contact the Harford County Law Department and the HCSO Human Resources Specialist.
 - b. During non-work hours and holidays, the supervisor shall authorize treatment.
5. The supervisor is responsible for ensuring the completion of a Harford County Supervisor's Incident Report and the Employee Report of Incident (Form SO-016) prior to the end of the shift of the employee and supervisor.
 - a. The supervisor shall forward the completed forms by email to the "employee injury" group by the end of their shift.
 - b. The hard copy of the completed forms and a copy of the medical discharge documentation, if applicable, will also be sent to the HCSO Human Resources Specialist.
6. Arrangements have been made with local medical care facilities to provide necessary treatment for work related injuries to HCSO employees. For a current list of approved facilities or assistance in seeking medical treatment contact the Human Resources Specialist.
7. If an actual emergency or life threatening injury is present, the employee should be directed to the appropriate hospital.
8. Any absence due to the injury or illness will also be charged against Family Medical Leave, if applicable.
9. A member who has returned to work following a work related injury but continues to undergo approved medical care or physical therapy for an accepted Worker's Compensation claim, shall schedule all

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medical appointments during his scheduled work hours.

10. The member shall submit a leave slip marked "Other Pay" [WC(N)] for the time spent at the medical appointment.

M. Family Medical Leave

1. Members who have been employed by the Agency for at least twelve (12) months [the time need not be consecutive months, but must be within the seven (7) years prior to the leave date], and who have worked at least 1250 hours during the 12-month period immediately before the beginning of the leave date are entitled to a total of twelve (12) workweeks of unpaid Family Medical Leave during a rolling calendar year for any of the following reasons:
 - a. The birth of a child of the member, in order to care for such child [eligibility for leave expires twelve (12) months after the date of birth of the child];
 - b. Placement of a child with the member for adoption or foster care [eligibility for leave expires twelve (12) months after the date of birth of the child];
 - c. To care for the spouse, child, or parent of the member, if that spouse, child or parent of the member has a serious health condition as defined by FMLA;
 - d. The member has a serious health condition, as defined by FMLA;
 - e. Due to a non-medical "qualifying exigency" that is directly related to a covered family member's (defined as spouse, son/daughter or parent of the member) active duty or call to active duty in the National Guard or Reserves, in support of a contingency operation. *NOTE: "Qualifying exigency" does not apply to members of the regular Armed Forces; or*
 - f. For an eligible member (limited to a spouse, son/daughter, parent or next of kin of a covered service member) to care for a covered service member who is a current member of the regular Armed Forces, National Guard, or Reserves who has incurred an injury or illness in the line of duty while on active duty, provided that such injury or illness renders the service member medically unfit to perform the duties of his office, grade, rank or rating.
 - (i) This leave may be up to twenty-six (26) workweeks of unpaid leave during a single twelve (12) month period.
 - (ii) This is the only instance in which a leave of up to twenty-six (26) workweeks may be taken.
2. If an employee is out of work due to an injury or illness, or if the employee has an upcoming medical procedure in which they will be on extended leave, the employee is to send a written request for Family Medical Leave through the employee's chain of command, with the supervisor forwarding the request to the HCSO Human Resources Specialist.
 - a. Before returning to work, the employee shall have an Employee Work Status (Form SO-126) completed by the treating health care provider and will forward a copy to the HCSO Human Resources Specialist.
3. Eligible employees shall be granted up to twelve (12) weeks of unpaid, job-protected leave on a

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“rolling twelve (12) month period” measured from the first hour used for FML. Time not used in any twelve (12) month period shall not be carried over to the next twelve (12) month period.

4. In the event that a husband and wife are both employed by the Sheriff's Office, a combined maximum of twelve (12) weeks of unpaid leave is approved for the birth/placement of child.
5. FML time taken for the birth of the employee's child or placement of a child with the employee for adoption must be taken in one continuous block and will not be granted on an intermittent basis.
6. Each spouse will be individually eligible for additional FML if the leave is for other conditions approved as FML.
7. At no time may a member exceed his individual FML.
8. The Agency reserves the right to designate any absence from work as FML if any of the qualifying conditions result in the member's absence from work.
9. If a member requests and is approved for intermittent leave, the Agency may require the member to transfer temporarily to an available alternate position of equivalent pay and benefits for which he is qualified to better accommodate recurring periods of leave.
10. The member will be permitted to return to his regular (or an equivalent) position provided the leave does not exceed the twelve (12) week limit [twenty-six (26) week limit for Military Family Leave].
11. Details regarding the federal law may be found in The Family and Medical Leave Act of 1993 (FMLA) administered by the Wage and Hour Division of the United States Department of Labor.

N. Substituting Paid Leave during FML

1. For birth/placement of a child or for a member's serious health condition, the member shall exhaust all leave balances before he is eligible for the remainder of FML as unpaid leave.
2. For a serious health condition of a member's spouse, child or parent, the member shall exhaust all leave balances except for sick leave before he is eligible for the remainder of FML as unpaid leave.
3. The period of paid leave time is counted as part of the twelve (12) week FML period.
4. The total FMLA leave time, which may include paid annual, personal, comp and sick time, may not exceed twelve (12) weeks.
5. The Agency has the right to designate such leave as running concurrently with FML leave.

O. Returning to Work after FML

1. If leave is due to the member's own medical condition, he is required to provide medical certification that he is able to resume work before returning.
2. Upon returning to work, the employee shall have an Employee Work Status (Form SO-126) completed by the treating health care provider and will forward a copy to the HCSO Human Resources Specialist.

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3. Before return to work, the member shall be restored to his original or equivalent position with equivalent pay, benefits and other employment terms.
4. If the member refuses the position, the Sheriff may pursue action for termination.
5. Failure to return to duty after release from a health care provider will be considered a voluntary resignation from the Agency.

P. Benefits during FML

1. Taking Family Medical Leave will not cause the member to lose any employment benefits accrued prior to the first day of leave.
2. The leave period will be treated as continued service for purposes of determining vesting and eligibility to participate in any retirement plan in effect.
3. However, members on FML normally will not accrue any other additional benefits during the leave period, unless it is paid leave under which benefits would otherwise accrue.
4. The Agency shall maintain insurance benefits while the member is on FML, although he may be required to pay his portion of the premium.
5. However, if the member does not return to work after the leave, he may be asked to reimburse the Agency for the cost of maintaining insurance coverage during the leave.
6. This provision will not apply in cases where the member's inability to return is through no fault of his own (for example, at the end of leave the member remains physically unable to return due to his serious health condition).

Q. Religious Observance Leave

1. In those instances when holiday, annual, personal or other forms of accumulated leave do not provide for exercise of an employee's religious beliefs, religious observance leave in the form of compensatory time may be requested.
2. An employee may submit to his supervisor, a request to work extra time, in advance, to compensate for anticipated time off for a religious observance.
3. Requests for religious observance leave should conform to legitimate convictions and be consistent from one year to the next.
4. An employee who requests the use of religious observance leave must notify his supervisor in writing at least 60 days prior to the date of the religious observance. Once received, the employee's supervisor will forward the request to the employee's commander for approval.
5. Approved requests will be forwarded to the Human Resources Section and included as a permanent record in the employee's personnel file.
6. If a modification in a work schedule does not interfere with the efficient operation of the HCSO, the commander will permit the employee to work the extra time to be used for a religious observance. The extra time worked will be counted as compensatory time.
7. The employee's supervisor will be responsible for establishing a schedule for the employee to work

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the necessary compensatory time prior to the date of the religious observance. The schedule will not interfere with HCSO operations, nor create an undue hardship on the employee or other employees.

8. If compensatory time for a religious observance is earned or used, the employee will make a notation in the Remarks Section on his Harford County Leave Request Form, stating the compensatory time is for a religious observance.
9. This section does not apply to employees who provide 24-hour service.

R. Leave of Absence without Pay

1. A leave of absence without pay may be granted for a permanent full-time employee by the Sheriff for a period not to exceed one year, after all other leave balances have been exhausted.
2. A member requesting a leave of absence without pay shall submit the request on a Memorandum (Form SO-212) through the member's chain of command, with each level providing an indorsement, to the Sheriff.
3. While a member is on leave without pay, he is not entitled to accrue benefits, except in cases where the employee is covered by FML.

S. Modified Duty

1. A member may be placed in a modified duty status when temporarily unable to perform the essential job functions of their position and has been released by a health care provider to perform duties other than those required within their official job description.
2. An Agency member shall not be placed on permanent modified duty under any circumstances.
3. A member shall request a modified duty assignment by submitting a Memorandum (Form SO-212) through the chain of command to his Division Commander with medical documentation attached (Employee Work Status Form).
4. The Division Commander will forward a copy of the Memorandum (Form SO-212) and medical documents to the Human Resources Specialist.
5. Modified duty assignments shall be coordinated through the Human Resources Specialist and the member's Division Commander.
6. The considerations for placing a member on modified duty will be the restrictions imposed on the member, the date of the next medical examination and the availability of an assignment within the Agency.
7. A member, who has returned to work following a work related injury and is working a modified duty assignment, may be temporarily reassigned for the duration of their modified duty assignment to accommodate their medical care or physical therapy.
8. Modified duty assignments are available when the medical prognosis reveals the member will be able to return to full-duty assignment within ninety (90) days.
9. The Agency is under no obligation to create a modified duty assignment if one is not available.

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10. If no modified duty assignment is available, the affected member must utilize his accrued leave (unless it is for an approved Worker's Compensation case).
11. Members who decline a modified duty assignment, regardless of whether the medical condition is work related or not, will remain off work and must utilize their leave, if available.
12. The affected member's Division Commander shall furnish an Employee Work Status Form from the member's health care provider to the Human Resources Specialist every thirty (30) days.
13. The Human Resources Specialist shall review the availability of continued modified duty with the Commander of the Services and Support Bureau after submission of forms.
14. At the conclusion of ninety (90) days, the member may be evaluated by a health care provider as designated by the Sheriff.
15. The affected member may be given an extension of modified duty, reclassification, retirement or termination.
16. Modified duty may be permitted for the duration of a member's illness or injury at the discretion of the Sheriff, but not to exceed a period of one (1) year.
17. The affected member shall be required to produce a medical release prior to return to full-duty and a copy of this release shall be forwarded to the Human Resources Specialist.
18. A member shall not work any overtime, supplemental or secondary employment while in a modified duty assignment.
19. Professional business attire is the required standard of dress.
20. Any sworn employee placed on modified duty will have his powers suspended for the duration of the modified duty assignment and will not perform any duties requiring police/correctional authority, including contract overtime.
21. The sworn employee shall surrender his issued weapon(s) and assigned vehicle to their Division Commander within twenty-four (24) hours of being placed in a modified duty assignment.
 - a. The Division Commander has discretion to allow a sworn employee to carry their issued firearm provided the reason for the modified duty would not hamper their ability to perform with the firearm.
22. A member discovered to be feigning the need for modified duty shall be subject to disciplinary action up to and including termination.

T. Employee Termination for Lengthy Absences

1. Unless prohibited by Federal, State or Local law, the Agency will only hold open a member's position or provide an equivalent position until the member exhausts FMLA leave.
2. In the event that a member exhausts his FMLA entitlement, the Agency will provide the employee with a position for which he is qualified until any remaining accrued paid sick leave and any

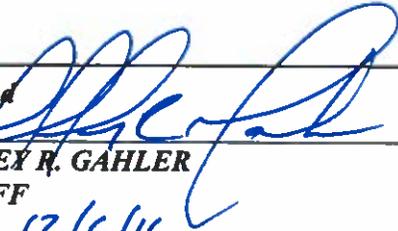
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opportunities provided under the Modified Duty program are exhausted.

3. The member is not guaranteed his original position or an equivalent position.
4. Thereafter, the employment relationship will be terminated.

U. Medications

1. A member taking any prescribed or over the counter medication that may affect the member's ability to perform his duties shall immediately notify the Human Resources Specialist via Memorandum (Form SO-212).
2. Attached to the Memorandum (Form SO-212) shall be a note from the prescribing physician indicating the possible side effects and restrictions upon work (if any) that the member may experience while taking a prescribed medication.
3. The physician's note must specifically indicate whether or not the member can work in a full-duty status while taking the medication.
4. The Human Resources Specialist shall consult with the Commander of the Services and Support Bureau to determine the member's work status.
5. It is incumbent upon the member to make notification to the Human Resources Specialist when he stops taking the medication.

<p><i>Approved</i></p>  <hr/> <p>JEFFREY R. GAHLER SHERIFF DATE <u>12/6/16</u></p>
