

Policy Number: 07-004

Lucas County Sheriff's Office  
Policy and Procedure



Approved by Sheriff:

*Michael J. Navarre*

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: PERSONNEL

**MEDICAL LEAVE POLICY (PAID OR UNPAID)  
LEAVE OF ABSENCE/MILITARY POLICY**

**I. POLICY**

It is the policy of the Lucas County Sheriff's Office to require all employees to submit a form for a paid medical leave or unpaid medical leave of three or more days to the Personnel Office for approval by the Sheriff or his designee. All medical leaves, paid or unpaid, require medical documentation from a certified physician. All Federal Medical Leave Act (FMLA) leaves and military leaves will be approved by the Federal guidelines and policies of the Lucas County Sheriff's Office. The Sheriff or his/her designee must approve all leaves.

**II. PROCEDURE**

**A. PAID OR UNPAID MEDICAL LEAVE**

1. Notify the Lucas County Sheriff's Personnel Office as soon as you have knowledge that you need a medical leave or FMLA leave of absence for three or more days. All medical documentation is to be submitted to the Personnel Office the first day of your absence. If documentation is not received by the first day of absence, your medical leave may not be approved. If you are hospitalized in an emergency situation, your paperwork should be submitted as soon as possible by you or a family member. If medical documentation is not submitted in the allotted time, disciplinary action may be taken.
2. If medical documentation is provided when the request is submitted, a decision will be made in a twenty-four (24) hour period, except for weekends and holidays. The Sheriff or his/her designee may approve a paid or unpaid medical leave. The Personnel Office will notify your supervisor immediately. If the Personnel Office is closed for the weekend or holiday, call in sick until the Personnel Office is open.
3. On all approved medical leaves, the employee's sick time and vacation time will be utilized. If you have no sick or vacation time, with your approval, we can use your compensatory time, sick bonus or training bonus time. If no paid time is available, you will be placed on an unpaid medical leave.
4. If your physician extends your medical leave, notify the Personnel Office immediately and provide additional documentation from your physician.

B. LEAVE OF ABSENCE

1. The Sheriff or his/her designee can only approve a leave of absence. A leave of absence form is submitted to the Personnel Office by the employee explaining the reason for the leave of absence. In most instances, the leave of absence is without pay, unless the Sheriff or his/her designee approves that vacation or compensatory time may be used.

C. MILITARY LEAVE

1. The policy of the Lucas County Sheriff's Office requires an employee to submit military orders or letter from his commanding officer for a military leave, including the dates needed. Orders or a letter from the commander for a military leave must be submitted as soon as the employee has knowledge of his/her annual training, special assignments, and deployments. The Ohio Revised Code allows one hundred seventy-six (176) hours or twenty-two (22) eight (8) hour days of paid military leave per calendar year. An employee can request to use available vacation, compensatory time, or sick bonus time during their military leave. Military time will automatically be used until exhausted.
2. If all military time (176 hours or twenty-two (22) eight (8) hour days) and requested time has been utilized, you will be put on an unpaid military leave.