3-02/030.07 - Extended Leave of Absences

When an extended leave of absence is approved, such as leave for medical reasons, industrial injury (regardless of compensability), Pregnancy Disability Leave (PDL), family leave, etc., the employee shall request, via a memo, the sequence of using his/her accumulated benefits. Specifically, the employee shall indicate the sequence of using the full-pay sick, part-pay sick, vacation, accrued holidays, compensatory time off (CTO), or any other type of accumulated benefits, if appropriate. All other provisions mentioned in section 3-02/030.05, Routine Absences, remains in effect for the purpose of this subsection. More details are provided in the *Time and Attendance Manual*.