3-02/030.35 - Leave Without Pay

Absence up to Six Months

Requests for a leave without pay for periods up to six months shall be made on forms SH-AD-32A, SH-AD-113, and SH-R-96 articulating specific reasons for the request. Requests shall be submitted in duplicate, through channels, to the concerned division chief or division director.

If the request is approved, the documents are forwarded to Personnel Administration Bureau, Attention: Leaves Unit, within two business days.

Absence in Excess of Six Months

Requests for a leave of absence for a period of six months or more shall be made on forms SH-AD-32A and SH-AD-113 articulating specific reasons for the request. Requests shall be submitted in duplicate, through channels, to the employee's division chief or division director. If the division chief or division director approves the leave, the division chief or division director will forward the request to Personnel Administration Bureau, Attention: Leaves Unit, who will verify all documents. A leave of absence approval form is attached and submitted to the captain/director of Personnel Administration Bureau indicating whether undersheriff's or assistant sheriff's approval is required.

If the Sheriff, undersheriff, or assistant sheriffs concurs, the leave request shall be returned to the Leaves Unit, which will forward copies to the employee's unit of assignment.

When it becomes necessary to extend an existing leave, the extension shall be requested prior to the expiration of the initial leave.

Absence in Excess of 12 months

Request for a leave of absence in excess of 12 months shall be made on forms SH-AD-32A, SH-AD-113, and SH-R-96 articulating specific reasons for the request. The request is sent to the director of the Department of Human Resources for approval, in accordance with the *Los Angeles County Code*. Such leaves must be approved by the Sheriff, undersheriff, or concerned assistant sheriff.

When such extended leave is to be requested, the employee shall submit the request in sufficient time to allow for the delay involved in the processing of the request (30 days prior to the beginning of the leave).

> **NOTE:** Any request for a leave of absence without pay to work in a corporate security or other law enforcement-related capacity in a country known to be at war or experiencing civil unrest shall be authorized by the Sheriff or undersheriff.