

POLICY & PROCEDURES

CHAPTER:	1	Administration and Management	1. 3. 11
SECTION:	3	Personnel	EFFECTIVE DATE: 3 / 18 / 20
SUBJECT:	11	General Leave of Absence, Light/Fitness for Duty: Non-Work- Related Injury or Illness	
STANDARDS: ACA – 4 – ALDF: None			
APPROVED: _____ Dale Glass COMMISSIONER OF CORRECTIONS			REVIEW DATE: 2 / 23 / 21
			REVISION DATE: 3 / 23 / 21
Rescind: 1.3.11 dated 3/31/20 Cancel:			

I. POLICY

It is the policy of the Division of Corrections to take into consideration the nature of work performed by an employee when the employee requests general leave of absence, or light duty assignment due to unrelated work injury or illness. The Division will identify alternate work assignment, where possible, if the employee presents a completed Certification of Physician or Practitioner Form for Medical Leave of Absence or Light Duty Assignment with stipulation for light duty accommodation.

II. PURPOSE

The purpose is to provide guidelines for responding to request for general leave of absence or light duty assignments and fitness for duty involving non-work-related injuries or illnesses.

III. RESPONSIBILITIES

All Division of Corrections staff are responsible for adhering to the following procedures.

IV. DEFINITIONS

Essential Job Function: A fundamental job duty distinguished from a nonessential or peripheral duty.

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

Fit for Duty: The employee's ability to perform the essential job function(s) without accommodation, following a return from non-work-related injury/illness.

General Leave of Absence: A leave without pay granted to an employee by the Appointing Authority.

Health Care Provider: (i.e., Physician, Practitioner).

Non-Job-Related Injury: An injury/illness unrelated to employee's work or work environment.

V. GENERAL INFORMATION

1. An employee may request general leave of absence due to illness or injury that is not job related.
2. The Commissioner/designee will approve or disapprove request for general leave of absence in accordance with Personnel AR NO. 122 and compensation ordinance, as well as the guidelines specified in this Procedure.
3. Approved general leave of absence may be canceled with the approval of the Director of Personnel. In accordance with AR No. 122, an employee whose general leave of absence is cancelled must return to work within ten (10) days of receiving the notice.
4. Employees will be returned to the position occupied at the time of leave, at the same relative pay rate, provided they can perform the essential functions of the position and the position is still authorized in the table of organization. (AR No. 122).
5. The City of St. Louis may require an employee to undergo a medical examination by a physician designated by the City if there is the belief that the employee's health condition may be affecting job performance.
6. The fitness for duty addressed in this procedure and work rule pertains only to non-work-related injuries or illnesses not covered by the City's workers compensation program. On-the job-related injuries or illnesses are covered under the Worker's Compensation Law. (See policy #1.3.20: Staff Work Injury and Fit for Duty Assignment).
7. This Procedure and Work Rule becomes effective on the date signed by the Commissioner of Corrections.

V. PROCEDURE

A. Requesting Leave of Absence without Pay

1. Employees requesting general leave of absence will:
 - a. Submit a written request to the Appointing Authority,
 - b. Provide detailed reason(s) for the request,
 - c. Complete off-Time Adjustment, or Specify the length of leave requested,
 - d. Provide information on secondary employment,
 - e. Provide documentation from Healthcare Provider
 - f. Provide any other information requested by the Appointing Authority.
2. Request for general leave of absence may not exceed twelve (12) months. Employee must have zero (0) accrued vacation, medical leave, sick leave, and compensatory time balance at the time of request.
3. The employee will complete a Certification of Physician or Practitioner Form for Medical Leave of Absence or Light Duty Assignment and attach it with the written request. The Form may be obtained through the employee's Supervisor/ Unit Head, or by contacting the Policy Development Unit or Payroll Section.
4. The employee will submit their request to the Commissioner/designee.
5. If the request involves a disability, the Appointing Authority/designee will confer with the Office on the Disabled and/or the Director of Personnel as needed, prior to responding to the request. The employee will be notified in writing within five (5) regular business days by the Appointing Authority/designee if the request is approved or denied. The approval letter must state the beginning and ending date and the date the employee must return to work.
6. An employee who is approved for general leave of absence is required to return to work on the approved date of return; failure to do so will subject the employee to disciplinary action including and up to termination.

B. Criteria for Evaluating and Granting Leave of Absence

Evaluation will be made of the following:

- a. Prior work record

City of St. Louis Department of Public Safety / Division of Corrections
POLICY & PROCEDURES

- b. Staff may not be pending disciplinary action
- c. Staff record of attendance
- d. Staff secondary employment

C. Light Duty Assignment

1. When employees return to work from non-work-related injury/illness with a signed Certification of Physician or Practitioner Form for Medical Leave of Absence or Light Duty Assignment with stipulation for duty restriction the employee will be referred to the Detention Center Superintendent who determines if employee can perform the essential functions of their position and the nature of any reassignment.
2. If placed on a light duty, the employee will be informed of the duration at the time of placement and given specific dates when the assignment will begin and end, in writing by the Commissioner/designee. The employee must return to regular duty assignment at the end of duration or date specified. The assignment end date may be extended if the employee requests and only if the doctor recommends such extension and is approved by the Appointing Authority/designee. The employee will receive a new start and end date.
3. An employee who is unable or unwilling to return to regular assignment upon the expiration of an approved leave or when directed to do so will be subject to disciplinary action, including and up to termination.