

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

<b>CHAPTER:</b>	1	Administration and Management	<b>1. 3. 31</b>
<b>SECTION:</b>	3	Personnel Management	<b>EFFECTIVE DATE:</b> 3 / 18 / 20
<b>SUBJECT:</b>	31	<b>Family and Medical Leave</b>	
<b>STANDARDS: ACA – 4 – ALDF: None</b>			
<b>APPROVED:</b>  _____			<b>REVIEW DATE:</b> 3 / 18 / 20
			<b>REVISION DATE:</b> 3 / 31 / 20
<b>Dale Glass</b> <b>COMMISSIONER OF CORRECTIONS</b>			
Rescind: 1.3.31 dated 9/30/12 Cancel:			

**I. POLICY**

The St. Louis City Division of Corrections adheres to City of St. Louis Administrative Regulation No. 133 regarding Family and Medical Leave.

**II. RESPONSIBILITIES**

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

**III. DEFINITIONS**

None.

**IV. PROCEDURES**

1. Staff will adhere to Dept. of Personnel Admin. Reg. No. 133 with regards to family and medical leave requests.