



**Sheriff's Department**  
**Leave of Absence Policy Update**  
**Effective February 10, 2011**

An employee who requires a Leave of Absence shall notify the department immediately upon learning of the need. The Leave of Absence Form should be completed and forwarded to the Executive Chief Deputy and the employee's immediate supervisor at least two weeks prior to either the (1) first day of the requested leave or (2) expiration of the employee's family and medical leave (FMLA). (For example: If the employee's FMLA ends on 3/15/2011, the Leave of Absence Form must be submitted by March 1, 2011). Failure to timely submit the request may result in the employee's termination.

If the Leave of Absence is due to the employee's medical status, the employee will be scheduled for a medical assessment by the County's Employee Health Physician who will provide a medical recommendation to the Sheriff regarding the employee's health status and projected date of return. The Sheriff or designee will review the assessment and determine if the employee will be granted a Leave of Absence.

If such Leave of Absence is granted, it shall be for a limited period of thirty (30) days. If the employee needs an extension of the 30 day leave period, he or she is required to submit an extended leave request to the Executive Chief Deputy and the employee's immediate supervisor at least two weeks before the end of the 30 day period. The employee will also be required to have another medical assessment by the County's physician. Approval of such leave is not automatic due to the business necessity of the department and will be objectively reviewed to determine the impact on the business operations of the department.

If such Leave of Absence is not granted, the employee is then notified of the denial. If eligible, an employee may appeal his/her denial to the Sheriff's Department Civil Service Commission. If an employee is not eligible to appeal the denial to the Sheriff's Department Civil Service Commission, the employee shall be terminated.

For more information, please contact Travis Sanders with the Dallas County Human Resources/Civil Service Department at (214) 653-6585.