



CITY OF BOWLING GREEN  
ADMINISTRATIVE INSTRUCTION NO. 17

**LEAVES OF ABSENCE**

These Administrative Instructions set forth City policy with respect to leaves of absence for non-bargaining personnel that are not addressed in other Administrative Instructions.

This policy supercedes Administrative Instruction No. 17, "Leaves of Absence," dated February 9, 2001.

**INSTRUCTIONS**

All leaves of absence are to be requested on the City's "Application for Leave" form, and shall be submitted for necessary signatures in accordance with the following instructions. In every case, except where otherwise indicated, applications shall be submitted for approval through the chain-of-command prior to the beginning of the first day of the employee's absence.

**SICK LEAVE** - Sick leave is authorized only in the event of an employee's sickness, injury, pregnancy, exposure to contagious diseases which could be communicated to other employees, and to illness, injury, or death in the employee's immediate family. The use of sick leave for unauthorized purposes may subject the offending employee to disciplinary action, including possible dismissal. In event of illness of employee or immediate family, the employee must report by telephone his/her absence to his/her immediate supervisor before the beginning of the workday so that work schedules can be modified. If sick leave extends beyond one day, then the same reporting requirement exists for each day the employee is absent.

If medical attention is required, and in any case if sickness exceeds three (3) days, a certificate from a licensed physician, stating the nature of the illness and the employee's ability to return to work, may be required before the employee returns to work. A physician's statement may also be required, at the discretion of the Personnel Director, for a period of one day or less, in the following cases: (a) for probationary employees; (b) repeated one or two day absences; (c) and multiple absences on a single day.

Falsification of either a written, signed statement, or a physician's certification shall be grounds for disciplinary action, including dismissal.

In the event of a scheduled sick leave (e.g., surgery scheduled in advance), the "Application for Leave" form must be completed and approved prior to the first day of absence and will include a physician's statement estimating a return to work date. This will nullify the daily requirement of notifying the immediate supervisor.

Additional guidance is found in City of Bowling Green Administrative Instruction No. 1, "Medical Leaves, Transitional/Modified Work Assignments, and Medical Examinations, Administrative Instruction No. 33, "Family and Medical Leave," and Section 33.22, "Sick Leave," of the Codified Ordinances for cases of non-duty related illnesses or injuries, and Paragraph 33.26 of the City of Bowling Green Code of Ordinances, for cases of work-related illnesses or injuries.

VACATIONS - Normal vacation leave shall be scheduled in advance. Requests for vacation for periods of more than one work day shall be submitted to the employee's supervisor for approval action not later than five (5) working days prior to the first day of vacation. Exceptions to this five (5) day rule may be granted by the supervisor based on the merits of the individual cases. Vacations of one day or less shall be requested early enough to provide the supervisor ample time to adjust work schedules.

LEAVE OF ABSENCE WITHOUT PAY (For Non-medical Reasons) - This category of leave shall be requested only by employees who have or will have insufficient or no accumulated vacation or personal time remaining for the contemplated absence. Requests shall be submitted through the division/department head to the Personnel Director no later than 30 days prior to the first day of the requested absence. Supervisors are under no obligation to recommend approval of this type of leave. As with all types of leave requests, supervisors should make their recommendations consistent with duty requirements, availability of employees, and individual merits of the particular case. Employees may request up to 30 days of leave without pay. While in such status, employees shall not accrue vacation or sick leave hours and shall be required to pay the full insurance premiums in order to retain full insurance coverage.

Under no circumstance shall any employee who takes unauthorized time off be approved for leaves of absence-without-pay. Such absences shall subject the employee to the disciplinary process.

PERSONAL BUSINESS - Employees who request such time off shall give sufficient advance notice to provide supervisors ample time to adjust work schedules. Prior to authorizing time off, supervisors shall insure that employees have sufficient time to cover the hours being taken.

FUNERAL/BEREAVEMENT LEAVE - Employees shall be authorized to take funeral/bereavement leave if conditions exist that are in accordance with Section 33.25 of the City of Bowling Green Codified Ordinances.

COMPENSATORY TIME - Scheduling of this category of leave shall be the same as with personal business.

TEMPORARY MILITARY TRAINING LEAVE - An employee who is a member of the Ohio National Guard, the Ohio Air Guard, the Ohio Naval Militia, or other reserve components of the armed forces of the United States shall be entitled to leaves of absence from his respective duties for such time as he is in such required military service on field training or active duty for up to a maximum of one hundred seventy-six (176) scheduled working hours per calendar year pursuant to Section 5923 of the Ohio Revised Code. Such leave shall be granted without loss of pay or benefits as would normally be provided.

The following language shall serve to establish the methodology by which military pay reimbursement will be handled by the City when personnel are required to attend military training and/or other military requirements whether in an active duty status or inactive duty status beyond the 176 annual hours outlined above.

When personnel are required to fulfill military obligations on a regularly scheduled workday the City will calculate the amount of military leave reimbursement based solely on the daily Basic Pay that the military pays that employee. For purpose of clarification, the entire Basic Pay will be divided by the total number of days of military duty in order to calculate the daily rate. The employee shall then reimburse to the City the amount equal to the daily rate times the number of duty days absent.

Additionally, if an employee takes military leave in less than a full day equivalent for the purpose of traveling to or from military duty, then the reimbursement shall be calculated by dividing the military's daily rate for Basic Pay by the number of hours they are normally scheduled to work in a normal workday. The resulting "hourly" rate will then be multiplied by the total number of hours used in order to travel to the required location or to return home on a regular workday. The resulting hourly rate shall be multiplied by the total number of military leave hours used.

If the employee takes less than a full workday equivalent of consecutive hours of military leave the reimbursement shall be calculated by dividing the military daily rate for Basic Pay by the number of hours they are normally scheduled to work in a normal workday.

The employee must, within ninety (90) days of the completion of his/her military leave, provide documentation to the Finance Director that verifies the military income earned. The preferred documentation is a Leave and Earning Statement (LES). If an LES cannot be obtained, then the deduction shall be made based on the employee's military pay grade and time in service according to the government's current pay chart.

  
\_\_\_\_\_  
John B. Quinn, Mayor

6-20-2005  
Date