DOUGLAS COUNTY SHERIFF'S OFFICE		Policy and Procedure
Employee Leave and Compensation **All Other Leave (Excludes Holiday, Sick, Vacation)**		**P&P-L-101**
Effective Date: 04-21-25 Supersedes: 06-01-22	Approval: Sheriff	Number of Pages: 5
References: DCG Policy No. IV.3.2; P&P-L-106	Reevaluation Date: Annually	Standards: CALEA 22.1.2, COM 3.2.2

I. MILITARY LEAVE

Military related absences are granted to an employee, subject to the USERRA federal law (uniformed Services Employment and Re-Employment Rights Act). The employee should notify their supervisor, Professional Standards and/or the Human Resources Department as far in advance as is reasonable under the circumstances of the need to take time off work for military related duty or training, unless military necessity precludes giving notice or the giving of notice is otherwise impossible for unreasonable. A copy of the military order shall be forwarded to Professional Standards as soon as they are received. Douglas County will reinstate employment in compliance with USERRA.

Three Weeks of Military Pay

As required by Colorado law, employees serving in the Reserves or National Guard will retain both military and County pay in full up to three weeks during a calendar year. Employees on duty beyond three weeks in a calendar year may use compensatory time, personal time, vacation, Floating Holiday, or unpaid leave. The employee cannot be ordered to utilize vacation time. The use of sick leave is not allowed. <COM 3.2.2a><22.1.2f>

Douglas County extends this benefit to any military service member performing any form of military service or training.

Military Leave of Absence Policy:

Any eligible employee on Active Duty, Active Training Duty, or any other similar Active service in support of a war and/or national crisis qualifies for additional supplemental pay up to the employee's current base pay amount and supplemental benefits for a maximum 12 months during a rolling 5-year period. Eligible employees who have received compensation and benefits for the maximum 12-month period will cease to be eligible for supplemental pay from the County and will be eligible for COBRA insurance continuation.

These benefits are available under the Douglas County **Military Leave – War Time and National Crisis Policy**. The complete policy may be found on DCNet or by contacting Human Resources.

Point of Contact for Military Activations:

The agency point of contact for personnel with military activations exceeding 12 weeks will be the personnel coordinator. The human resource contact is the leave coordinator. The personnel coordinator will be responsible for conducting an exit interview for out-processing prior to the member leaving for military activations exceeding 12 weeks. The personnel coordinator will also be responsible for conducting an in-processing interview

upon their arrival back from extended military leave. The personnel coordinator will ensure a process for communication with the deployed member is established. Depending on the duration of the deployment, refresher training and steps for reintegration may be provided and requalification with weapons may occur.

II. COURT LEAVE

Jury Duty

The Office recognizes jury duty as a civic responsibility and grants leave when the employee is summoned to serve. All employees will receive regular pay during periods of jury duty for normally scheduled work hours. Additionally, employees may retain any compensation received for the jury duty. If excused from jury duty during regular work hours, the employee is expected to return to work promptly.

The employee must submit to their supervisor a juror service certificate or other forms furnished by the Clerk of the Court, which reflect the amount of time served as a juror.

Witness Summons

In most cases, when County employees are sued for something that occurs during the performance of their duties, it is a suit against the County even if employees are individually named. The Attorney's Office represents the County in these lawsuits and is required to provide legal defense for County employees. Exceptions to this rule are rare and would generally involve conduct that is illegal or willful and wanton. Any employee who has any questions or concerns about litigation or their own liability should promptly contact the County Attorney's Office.

Employees must notify and advise the office of the County Attorney as soon as possible, but in all cases within 24 hours of when the subpoena to testify, summons, or notice of deposition is received and is a matter involving Douglas County as a party or involving your employment and/or expertise related to your county position. When a summons arises as a result of the employee's duties with the County, an employee will receive regular pay during periods of witness duty for normally scheduled work hours. The employee must submit a copy of the summons or other forms furnished by the Clerk of the Court that indicate the time of service. This provision does not apply to instances in which the employee is a party to litigation involving their employment against the County.

If an employee receives a mileage reimbursement or witness fee for appearance in litigation involving their official role with the County and such employee uses a County vehicle to comply with a mandatory appearance, mileage reimbursement and/or any witness fee (even if driving personal vehicle) shall be turned over to the Records Section and deposited into the general fund.

When summoned to serve as a witness for non-County business, an employee will receive regular pay during periods of witness duty for normally scheduled work hours. The employee must submit a copy of the summons or other forms furnished by the Clerk of the Court that indicate the time of service. This provision does not apply to instances in which the employee is a party to litigation involving their employment against the County. In this

case the employee may use compensatory time, personal time, vacation or leave without pay.
When excused as a witness during regular work hours, the employee is expected to return to work promptly.

Employee Testimony for Non-County Organizations
As part of job duty requirements, County employees are sometimes asked to give testimony or present County information to other organizations, particularly other governmental agencies. Therefore, any County employee who is requested to present information or provide testimony to another jurisdiction (or who wishes to provide such testimony, whether solicited or not) on behalf of the County must receive approval by their immediate supervisor prior to making the presentation or testifying. For purposes of testifying, the County Attorney must be notified in advance regarding the details of any proposed testimony and the nature of the entity to which the testimony is intended to be provided. The complete County Policy may be found on DCNet. <COM 3.2.2a>

III. LEAVE WITHOUT PAY

In certain cases, leave without pay may be granted to any employee for a period of up to twelve (12) months. The employee's interest and employment record shall be considered as well as the interest of the Office. <COM 3.2.2a>

All formal requests shall be made to the Sheriff in writing through the chain of command. If approved, such leave shall not constitute a break in service. Vacation and sick leave shall not accrue, and employees are not eligible for holiday pay while the employee is on leave without pay. Employees may be eligible to return to their prior position at the expiration of the leave period. Failure to return promptly at the expiration of a leave without pay shall be considered a resignation.

Any employee taking leave of absence without pay shall be credited a prorated amount of sick leave and vacation time based on the hours worked and any paid leave taken during the pay period. Leave of absence without pay includes, but is not limited to medical leave, family leave, authorized leave for other personal reasons, or disciplinary suspensions.

IV. BEREAVEMENT LEAVE

If there is a death in the immediate family of an eligible employee or of any relative residing in an eligible employee’s home, the employee is granted up to 32 hours of bereavement pay. Immediate family is defined as spouse, parent, child, sibling, grandparent, or grandchild (including step or in-law). If approved, additional time off such as personal time, vacation, sick, compensatory time, or floating holiday may be taken to extend the Bereavement Leave period.

If the death is not an immediate family member, employees may request the use of personal time, vacation, compensatory time, floating holiday, or sick time, if approved. <COM 3.2.2a>

V. DOMESTIC ABUSE LEAVE

Employees dealing with issues related to domestic abuse may be eligible for a leave of absence. Contact Professional Standards for more information.

VI. FAMILY AND MEDICAL LEAVE (FMLA)

Refer to P&P-L-106 – *Leave of Absence* *(FMLA, Medical Leave Status, County Medical Leave and Personal Leave)*

VII. ABSENCE

There are times when an employee must be late or absent due to illness or other valid reasons. If it is necessary for the employee to be late or absent from work due to illness, injury, or an emergency, contact an immediate supervisor as soon as possible and in advance of the employee's work schedule. If their immediate supervisor is unavailable, the employee should contact the appropriate manager with the department. Each employee should notify their supervisor of the reason for the absence and expected return date. If it is necessary to leave a message, it is the sole responsibility of the employee to leave the message directly with their immediate supervisor or supervisor's designee in a manner designed to timely reach the appropriate person. Leaving messages with other employees or passing messages through other employees is not acceptable.

If an employee does not report to work for three or more consecutive work shifts, without providing proper notification, the absence may be viewed as job abandonment. Job abandonment will result in termination.

VII. EQUIPMENT DURING EXTENDED LEAVES OF ABSENCE (Leave in excess of 12 weeks)

Employees may be required to turn in all issued equipment if they are on military leave, workers' compensation, medical leave, sick leave, or any other type of approved leave that exceeds a period of 12 weeks. If requested, issued equipment will be turned in to the Asset Management Technician and will be reissued when the employee has been cleared for full-duty status.

IX. RESCHEDULED TIME

Due to the nature of some positions, overtime or work time outside the normal workweek may be required. The employee's supervisor may grant administrative time off with pay. The use of this rescheduled time is limited by the work requirements of the department.

X. LONG-TERM DISABILITY LEAVE

Refer to P&P-L-106 – *Leave of Absence* *(FMLA, Medical Leave Status, County Medical Leave and Personal Leave)*

XI. OUT OF OFFICE TIME

Full-time salaried employees who are overtime exempt may be granted out of office time as compensation for additional hours worked. Such time off may be taken only with the prior approval of the Sheriff. A maximum of 40 hours of out of office time may taken in a calendar year, with all such time documented on the employee's time sheet.

XII. RELIGIOUS OBSERVANCE

The Office will attempt to allow an employee time off for observance of a religious holiday that is not a Douglas County observed holiday. Requests for time off must be made in advance with the employee's supervisor and the employee must use vacation, floating holiday, personal days, or compensatory time.

XIII. VOTING

Voting is an important responsibility we all assume as citizens. We encourage each employee to exercise his or her voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for the employee to vote either before or after work. If an employee does not have three or more non-scheduled work hours between 7:00 am and 7:00 pm in which to vote, the employee may be granted up to two hours off with pay during the workday to do so. The employee must arrange for the time off with their supervisor at least a day in advance of the election.

By Order of the Sheriff