



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management	Section: 311.2	
Subject: Leave	Topic: Sick Leave	
Accreditation:	Revised:	Reaffirmed:
Enacted: 7/30/2015	Last Review: 01/29/2019	Review: 11/01/2020

I. PURPOSE

The purpose of this General Order is to define requirements for requesting use and management of sick leave.

II. POLICY

It is the policy of the Loudoun County Sheriff's Office to ensure that all employees are afforded the opportunity to utilize their sick leave time as it is earned and to ensure it is used following the policies of Loudoun County.

III. DEFINITIONS

A. Immediate Family: The employee's spouse, child, or parent.

IV. PROCEDURE

A. Requesting Sick Leave

1. Sick leave is intended to be used when an employee is incapacitated by physical or mental disability, sickness, or injury: for medical, dental or optical diagnosis or treatment of the employee or a member of the employee's immediate family; childbirth; necessary care and attendance of a member of the employee's immediate family; exposure to a contagious disease when the employee's attendance at duty jeopardized the health of others.
2. All employees who need to utilize sick leave while at work/on duty will coordinate the use of sick leave with their immediate supervisor or supervisor on-duty.
3. See the HR policy regarding Family and Medical Leave if the condition lasts more than three calendar days and requires continued treatment by a healthcare provider.

B. Management of Sick Leave

1. Sick leave accruals are not an entitlement to use beyond 26 weeks within a 12-month period (38 weeks if on an approved leave extension) and are coordinated

with other HR policies (i.e., HR 6.4.07, HR 9.2)

2. Amount of sick leave used may not exceed the total amount accrued by the employee. Annual leave or exchange time may be used, at the employee's discretion, for sick leave purposes if employee has exhausted their sick leave balance.

C. Documentation and Medical Examination

1. The employee's Department Head (or his/her designee) or immediate supervisor, may require an employee to submit a written doctor's verification for any sick leave absence(s) or in the case of suspected fraudulent use of sick leave.
2. The Department Head or his/her designee may require an employee to submit to a medical examination from a licensed physician or the county Health Department, at County expense, on returning from sick leave or on such other occasions that he/she deems it in the best interest of the County in order to determine that the employee is physically or mentally able to perform job duties.

D. Payment Upon Separation

1. An employee who terminates employment with 10 or more years of County service in a leave eligible position shall receive a cash payment that is equal to 25% of the value of their unused sick leave. The amount shall be calculated based on the rate of pay in effect at the time of separation. The maximum payout that any one employee can receive is \$10,000.00 per lifetime.

E. Abuse of Leave:

1. False or fraudulent use of leave, or failure to follow leave policy, may be cause for disciplinary action. A Department head (or his/her designee) has the authority to require doctor certification of illness in any situation when there is a suspected abuse of sick leave.
2. Failure to obtain supervisory approval for the leave will result in no payment for the absence, will be considered as unauthorized leave, and may be cause for disciplinary action.

F. Sworn Personnel Return to Duty Medical Clearance for Off Duty Injury/Illness

1. Any deputy that experiences an off duty physical or mental health condition that meets the following criteria shall be required to seek a return to duty clearance from the County Doctor.

- a. Hospitalization
 - b. Surgery
 - c. Musculoskeletal Injury
 - d. Inability to work for more than 3 consecutive days due to the employee's own serious health condition which requires continuing care by a licensed health care provider
 - e. OR Any conditions in which the Sheriff is concerned about the employee's ability to perform the essential function of the job in a safe manner and without causing harm to him/herself or others.
2. If the affected deputy anticipates a release to full duty by their physician, they must contact, Loudoun County Sheriff's Office Human Resources Special Program Assistant and he/she will authorize the County Doctor to provide the return to duty examination.
 3. The deputy shall then contact the County Doctor to schedule an appointment as soon as possible subsequent to their private physician's release. When making the appointment, describe the injury or illness and inquire as to the information needed for the evaluation.

Note: Please see the Human Resources Policy Handbook Chapter 6: Benefits and Leave for additional information and definitions of policy in regards to leave.