



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Personnel Management	Section: 312.4	
Subject: Employee Recognition	Topic: Exceptional Performance Leave	
Accreditation: PER 11.01	Revised:	Reaffirmed:
Enacted: 06/01/2016	Last Review: 03/31/2021	Review: 11/01/2022

I. PURPOSE

The purpose of this General Order is to allow members of the Loudoun County Sheriff's Office (LCSO) to be rewarded for exceptional work performance.

II. POLICY

Chapter 7.10 of the County HR handbook grants the authority to Department Heads to award additional paid leave to employees for exceptional job performance or as recognition for other work related accomplishments. Employees may receive up to six full days of paid leave per fiscal year. All regular full-time, part-time and full-time long-term (longer than 1 year) temporary employees are eligible to receive exceptional performance/recognition leave (including employees who are still serving their probationary period). The County Administrator has the discretion to approve additional days of paid leave.

III. PROCEDURE

A supervisor who feels that the efforts, achievements, or job performance of an employee produced exceptional results that support the mission and vision of the LCSO, may submit such employee for exceptional performance/recognition leave. The procedure for submitting recommendations for, and using recognition leave is as follows:

A. Submission Process

1. All recommendations should be submitted using LCSO Form 6.16, Award Nomination, and submitted to the nominator's Division Commander or his/her designee for further submission processing.
2. Once it has been reviewed by the Bureau Commander, the recommendation shall be forwarded to the Sheriff for final review.
3. The Sheriff is the final reviewer in determining the awarding of recognition leave. The Sheriff's decision shall be communicated to the employee in writing.
4. The entire review process shall be completed within 14 days of submission by the supervisor. If a designated reviewer is unavailable, his or her designee may forward to the next reviewer in the chain of command.

5. A copy of the approved recognition leave shall be submitted to LCSO HR for inclusion in the employees personnel file.

B. Leave Usage

An employee who has been awarded Recognition Leave and wishes to redeem the awarded leave, shall request the leave through the LCSO leave procedure. The leave usage shall be reflected on an employee's timesheet by using the Commendation Leave type.