

Sheriff Civil Service Board

Civil Service Policy #: 6.11 - Leave of Absence without Pay



CHAPTER: Leaves

EFFECTIVE DATE: 06/26/2024

SUPERSEDES: 1979 Sedgwick County Sheriff's Civil Service Board Rules and Regulations (Revised: 07/23/2000, 04/26/2024)

ISSUED BY: Civil Service Board

I. Purpose

The purpose of this policy is to outline the conditions and procedures for granting an employee an unpaid leave of absence.

II. Policy Statement

- a. The Sedgwick County Sheriff's Office recognizes that under certain circumstances an employee may choose to request unpaid time away from work. Therefore, it is the policy of Sedgwick County Sheriff's Office to grant unpaid leave when all conditions and criteria outlined in this policy are met.

III. Definitions

- a. Unpaid Leave of Absence – A continuous absence of 31 days to no more than six (6) months.
- b. Eligibility – The employee must have exhausted all earned compensatory time and all vacation accruals. Sick leave may not be used for this leave.

IV. Procedures

- a. An unpaid leave of absence may be authorized for an employee by the Sheriff once all accrued paid leave has been exhausted.
- b. An employee who is seeking a medically related leave and/or treatment for themselves or a qualified family member should be referred to the FMLA/ADA Specialist in the Division of Human Resources.
- c. Military personnel called into active service should refer to [Civil Service Policy 6.06 Military Leave.](#)
- d. A request for an unpaid leave of absence must be submitted in the form of a Deputy's Report to the Sheriff a minimum of two (2) weeks prior to the requested leave start date if possible. A return-to-work date must be indicated in the Deputy's Report.
- e. The Sheriff may grant an employee an unpaid leave of absence for a period of at least 31 days up to six (6) consecutive months. Unpaid leaves of absence cannot extend past six (6) months, nor can they be less than 31 days.
- f. An unpaid leave of absence may not be retroactive.
- g. Failure to return from an unpaid leave of absence on the approved date may result in termination.
- h. With the approval of the Sheriff, an employee may return early from their unpaid leave of absence.
- i. Neither seniority, sick, nor vacation leave shall accrue during the unpaid leave of absence.
- j. The time period covered by the unpaid leave of absence shall not be taken into consideration for performance evaluation purposes.
- k. During the employee's approved unpaid leave of absence, their position may be filled temporarily. When an employee returns from an unpaid leave of absence, the Sheriff will return the employee to the position held prior to the leave. If that position does not exist, the Sheriff will place the employee in a vacant position at the same rank within the department.
- l. If a reduction-in-force occurs while an employee is on an approved unpaid leave of absence and their position is included in the reduction, the employee will be separated per [Civil Service Policy 7.03 Reduction in Force.](#)

- m. If, in the interest of the Sheriff's Office, it is necessary to recall an employee on an approved unpaid leave of absence, the Sheriff may end the unpaid leave of absence by giving the employee a written notice, via certified mail, at least fourteen (14) calendar days prior to the expected return to work date.
- n. Employees currently enrolled in County benefits will retain their health benefits for six (6) months and their County provided life insurance for six (6) months while on an unpaid leave of absence.
 - 1. Employees on an unpaid leave of absence, other than for medical reasons, will not be covered by their KPERS or KP&F life and disability insurances.
 - 2. Employees who are on an unpaid leave of absence due to their own medical reasons will be covered by their KPERS or KP&F life and disability insurances.
 - 3. Employees will be required to pay the employee portion of their benefit premiums while on leave.
 - 4. KPERS and KP&F members may continue paying for their optional group life insurance by completing a KPERS Optional Group Life Insurance Continuation form (KPERS-79C) within sixty (60) days of the start of the leave. Contact Benefits@sedgwick.gov. Premiums will be paid directly to the insurance company.
 - 5. All voluntary deductions will cease during an unpaid leave of absence. It is the employee's responsibility to re-enroll in voluntary benefits upon return from their unpaid leave of absence.
- o. All cell phone and vehicle allowances will be suspended during an unpaid leave of absence.
- p. Employee must complete their probationary period, if applicable.
- q. A request for an unpaid leave of absence must be submitted utilizing the Unpaid Leave of Absence Request Form available on E-line or upon request from Human Resources.
 - 1. Once the Unpaid Leave of Absence Request Form has been signed by the employee and approved by the Sheriff, the form must be submitted to hrforms@sedgwick.gov prior to the unpaid leave of absence start date.

2. The Sheriff must submit a PAF to the Division of Human Resources to place the employee on and to return the employee from an unpaid leave of absence.

This policy/procedures manual does not in any way constitute an employment contract or terms thereof, and the personnel policies and procedures contained herein are subject to change at any time.