

ARTICLE T

PERSONNEL POLICIES AND PROCEDURES

I. Policy

- A. The policy of the Cook County Sheriff's Office is to provide management with the necessary flexibility and control to assure the delivery of quality service; to attract, retain and motivate employees; and to develop and maintain a professional and progressive human resources management system.

- B. The Sheriff's Office respects its relationships with its employees' legally recognized collective bargaining representatives and the provisions of the CBAs it has negotiated with such representatives. Those relationships are governed by the Illinois Public Labor Relations Act, 5 ILCS 315, *et seq.*, as amended, and the Sheriff's Employment Action Manual (SEAM) will be construed and administered consistent with that Act to the extent that the construction or administration does not conflict with the United States Constitution or federal civil rights laws. With respect to Shakman Non-exempt Employees, if a CBA is in conflict with the language in the SEAM, the language in the CBA governs provided it does not permit or involve the use of Political Reasons or Factors. If any provision in a CBA allows for management discretion involving any Employment Action, such management discretion must be exercised subject to the Sheriff's Order regarding Unlawful Political Factors and Reasons, Reporting and Retaliation, and to procedures contained in the SEAM. If the CBA does not contain a specific procedure or is otherwise silent, the relevant procedure in the SEAM must be followed.

III. Reference

- A. CSDGO 3102.1 Personnel Records
- B. CSDGO 3105.1 Annual Vacation Selection
- C. CSDGO 3109 Family and Medical Leave of Absence
- D. DOCGO 3.1 Establishment and Review of Personnel Procedures
- E. DOCGO 3.10 Personnel Records
- F. DOCGO 3.21 Leave of Absence
- G. DOCGO 3.22 Duty Injury
- H. DOCGO 3.24 Identification Cards/Badges for Employees
- I. DOCGO 3.32 Employee Assistance Program
- J. CCSPD.PER-03-02-A Injuries to Department Personnel
- O. CCSPD.PER-04-01-D Court and Hearing Attendance
- P. Sheriff's Order: 11.4.1.1 Unauthorized Absence
- Q. Immediate Notification: 71.4.1.0 Teamsters Collective Bargaining Agreement: Unauthorized Absence

- R. Sheriff's Order: 11.4.4.0 Use of Medical Time for Non-Union Employees
- S. Sheriff's Order: 11.4.2.0 Medical Call In Procedure
- T. Immediate Notification: 71.4.4.0 Return to Duty from a Short-Term Duty Injury and/or Medical Emergency Absence

IV. Procedure

For the purpose of this Article T, Personnel A refers to the Sheriff's Office of Personnel located at the Richard J. Daley Center, Room 702 and Personnel B refers to the Department of Corrections Personnel Department located in Division V.

A. Benefit Time

- 1. The official record of an employee's Benefit Time is maintained within the employee's respective Personnel Department (Personnel A or B). The totals of Benefit Time for Medical Time, Personal Time, Vacation Time, Compensatory Time and Floating Holiday Time, as documented on the employee's pay stub or direct deposit advice by the Cook County Comptroller's Office, is not the current reflection of the actual balance of Benefit Time. The employee should complete a "Request for Benefit Time Accruals" Form and submit it to his/her respective Personnel Office to obtain a current balance of Benefit Time. Employees are required to provide Timekeeping Attendance Forms within at least twenty four (24) hours of the need for use of Benefit Time.

B. Medical Time

- 1. Medical Time may be authorized by the Cook County Sheriff's Office because of an employee illness causing the employee to be unable to perform his/her assigned duties, or because the employee's presence at work would jeopardize the health of his/her co-workers. Medical Time may be used for illness, disability, pregnancy-related issues, non-job related injury to the employee, appointments with physicians, dentists or other recognized practitioners, or for serious illness, disability or injury in the immediate family of the employee. Accordingly, Medical Time shall not be used as additional Vacation Time.
- 2. All eligible employees, other than seasonal employees, will accrue Medical Time with pay at the rate of 3.70 hours per Pay Period, approximately one (1), eight (8) hour working day for each month of service. Medical Time accruals will be carried out in accordance with the bi-weekly payroll system and employees must be in a Pay Status for a minimum of forty (40) hours in a Pay Period to accrue Medical Time in that period. Employees earn 3.70 hours of Medical Time each Pay Period.
- 3. Medical Time may be accumulated to equal, but at no time exceed, fourteen hundred (1400) hours, which is approximately one hundred seventy-five (175),

eight (8) hour working days. Records of Medical Time accrual and use shall be maintained by the employee's respective Personnel Department office (Personnel A or B). Severance of employment terminates all rights for the compensation hereunder.

4. Requests for use of Medical Time may be submitted in advance of the date of use for scheduled physician visits, medical treatment, physical therapy, etc. Advance requests should be submitted by completing and submitting a Timekeeping/Attendance Form.
5. After forty (40) consecutive hours of Medical Time used, employees are required to submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor. The Cook County Medical Unit will provide the employee with a Physician's Approval to Return to Work Form, which the employee will then present to his/her respective Personnel Department (Personnel A or B) in order to obtain a Release for Duty Authorization Form. In the event that restrictions are indicated on the Physician's Approval to Return to Work form, the employee is required to report to the Office of Personnel (Personnel A).
6. When an employee uses Medical Time for unforeseen medical emergencies, the employee must call in to the Medical Call-In Line, and pursuant to his or her Department General Order, at least one (1) hour in advance of his or her start time. The employee must complete and submit the Timekeeping/Attendance Form the first day he/she returns to work after the emergency.
7. In cases where the employee indicates he or she had a medical emergency that required the employee to go to an emergency room at a clinic or hospital or if the employee indicates he or she was required to undergo any type of medical procedure, minor or major, and prior to returning to work, the employee will be required to submit medical documentation to the Cook County Medical Unit (see section IV.B.8 below), including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor and in cases of Sworn Employees, confirmation that the employee may carry and qualify with a firearm. The Cook County Medical Unit will provide the employee with a Physician's Approval to Return to Work form which the employee will then present to his/her respective Personnel Department (Personnel A or B) in order to obtain a Release for Duty Authorization Form. In the event that restrictions are indicated on the Physician's Approval to Return to Work form, the employee is required to report to the Office of Personnel (Personnel A).

8. The exception to section IV.B.7 above is if the employee is absent less than forty (40) consecutive hours from a medical emergency or duty injury and is medically able to return to work full duty with no restrictions in which case the employee is not required to report to the Cook County Medical Unit, however must report to his or her respective Personnel office with a note from his or her physician indicating the return to work date and no restrictions. Refer to Immediate Notification: Return to Duty from a Short-Term Duty Injury and/or Medical Emergency Absence for the procedure regarding this exception.
9. If the health of an employee warrants prolonged absence from duty and the employee can submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor to substantiate his or her request, the employee may be permitted to combine his/her Vacation Time, Medical Time and Personal Time. The Timekeeping/Attendance Form must indicate that this additional Benefit Time is being utilized for medical purposes in the comments section of the Timekeeping/Attendance Form.
10. An employee who combines the use of Medical Time with other Benefit Time without prior approval will be required to submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor prior to returning to work to substantiate his/her use of Medical Time with other Benefit Time. The Cook County Medical Unit will provide the employee with a Physician's Approval to Return to Work Form which the employee will then present to his/her respective Personnel Department (Personnel A or B) in order to obtain a Release for Duty Authorization Form. The employee may also substantiate the use of Medical Time with other Benefit Time by utilizing the Family and Medical Leave of Absence (FMLA) or by approval for Ordinary Disability.
11. If an employee calls in to the Medical Call-In Line to indicate he or she is utilizing Medical Time for a medical reason, but has no Medical Time accumulated or less than eight (8) hours Medical Time accumulated, that employee shall not be paid unless the employee has an approved Family and Medical Leave of Absence (FMLA) in which case the employee must specify that he or she wishes to utilize Family and Medical Leave of Absence (FMLA) in conjunction with another type of time (Vacation, Personal, etc.).

12. A Family and Medical Leave of Absence (FMLA) supports those times when an employee must utilize Medical Time or other Benefit Time without pre-approval. It is strongly advised that any employee who calls in to use Medical Time that has not been pre-approved utilize the Family and Medical Leave of Absence (FMLA) documentation to support the need for Medical Time off.
13. Medical Time requested in advance, not requested through the Medical Call-In Line, will be coded as pre-approved.
14. If the health of an employee warrants prolonged absence from duty, the employee may be permitted to combine Medical Time, Vacation Time and Personal Time if the employee can submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor to substantiate his or her request. Documentation such as a Family and Medical Leave of Absence Form (FMLA) can be utilized to support the use of combined Benefit Time for medical purposes. The Timekeeping/Attendance Form must indicate that this additional Benefit Time is being utilized for medical purposes in the comments section of the Form.
15. All employees who are requesting to use accrued Medical Time for an extended period of time, fifteen (15) calendar days or more, are required to provide comprehensive medical documentation from his/her treating physician that substantiates the employee's use of extended Medical Time. The employee may submit a Family and Medical Leave of Absence Form (FMLA) to the Sheriff's Personnel Office (Personnel A) or a completed application for Ordinary Disability to the Cook County Pension Board. Further, medical documentation must be submitted to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and the employee must submit to an examination by the Cook County Medical Unit Doctor in order to substantiate the extended use of Medical Time. Substantiation for the use of Medical Time for extended periods of time must be provided after the use of fifteen (15) calendar days of Medical Time and every thirty (30) days thereafter until the employee's treating physician identifies that the employee may return to work.
16. In all cases where an employee is required to report to the Cook County Medical Unit, it is strongly advised the employee make an appointment prior to reporting to the Cook County Medical Unit. The employee may call 312.603.4135 to schedule an appointment. Failure to schedule an appointment may result in the employee not being seen by the Cook County physician or a delay in the medical process.

17. Refer to this Article T, Section IV.L.1-4, as applicable, for Return to Work procedures.

C. Vacation Time

1. All employees of the Cook County Sheriff’s Office, other than seasonal employees shall accrue Vacation Time with pay as follows: (Please note that “Days” accrued is applicable to employees whose regularly scheduled working day consists of at least eight (8) hours).

<u>Anniversary of Employment</u>	<u>Days of Vacation</u>	<u>Maximum Accumulation</u>
1 st thru 6 th	10 days (80 hours)	20 days (160 hours)
7 th thru 14 th	15 days (120 hours)	30 days (240 hours)
15 th thru --	20 days (160 hours)	40 days (320 hours)

2. Vacation Time accruals will be carried out in accordance with the bi-weekly payroll system. Employees must be in a Pay Status for a minimum of forty (40) hours in a Pay Period to accrue Vacation Time in that period. Employees in their first (1st) through sixth (6th) year of continuous service earn 3.08 hours per Pay Period. Employees in their seventh (7th) through fourteenth (14th) year of continuous service earn 4.62 hours per Pay Period. Employees in their fifteenth (15th) year or more of continuous service earn 6.16 hours per Pay Period.
3. Employees may use only such Vacation Time that has been earned and accrued. At the discretion of a Probationary Employee’s supervisor, forty (40) hours of the initial Vacation Time earned may be allowed after the first six (6) months of service. The Department Head/Designee may establish the time when the vacation shall be taken based on Operational Needs.
4. Any employee of the Cook County Sheriff’s Office who was previously employed by the City of Chicago, the Chicago Park District, the Forest Preserve District, the Metropolitan Water Reclamation District of Greater Chicago and/or the Chicago Board of Education, agencies under the State of Illinois including, without limitation, the University System, and the Chicago Transit Authority shall have the right to have the period of such service be credited for vacation credit only provided that employment with the Cook County Sheriff’s Office occurred within one (1) year of the cessation of termination with the above mentioned government offices. Credit for such prior service shall be established by providing the Office of Personnel (Personnel A) an original letter, on agency letterhead from the Human Resources Department of the former government office, attesting to the employment dates of the prior service and signed by an authorized official within the agency. The agency letter must be provided by the

employee to the Office of Personnel (Personnel A) prior to the start of employment with the Cook County Sheriff's Office. The vacation credit will be applied upon receipt of the original agency letter and will not be applied retroactively.

5. In the event an employee has remaining Vacation Time and separates from service, the employee, or in the event of death, the employee's spouse or estate, shall be entitled to receive the employee's prevailing salary (i.e. the last active pay rate the employee was receiving) for such unused Vacation Time.
6. In computing years of service for Vacation Time, employees shall be credited with all time in an active Pay Status. Any breaks in service due to a leave of absence (except for Military purposes), lay-off or disability (except for Injury on Duty) shall be deducted from an employee's years of service for the purpose of accrual.
7. Any Cook County Sheriff's Office employee who is a re-employed veteran or who was off due to duty disability (injury on duty) shall be entitled to be credited with working time for each of the periods of absence. The years of service, for purposes of accrual of Vacation Time in the year of return to employment with the Cook County Sheriff's Office, shall be the same as if employment had continued without interruption.
8. All applicable General Order and Collective Bargaining Agreement (CBA) vacation bid processes will be adhered to.
9. If the health of the employee warrants prolonged absence from duty, the employee may be permitted to combine Vacation Time, Medical Time and Personal Time if the employee can submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor to substantiate his/her request. Documentation such as a Family and Medical Leave of Absence Form (FMLA) can be utilized to support the use of Vacation Time for medical purposes. The Timekeeping/Attendance Form must indicate that this additional Benefit Time is being utilized for medical purposes in the comments section of the Form.

D. Personal Time

1. All employees shall be permitted thirty two (32) hours of Personal Time, with pay, each Fiscal Year for such occurrences as observance of a religious holiday or other personal reasons. Such Personal Time shall not be used in increments of less than one-half (1/2) working day at a time. An exception will be made in the

event that an employee's working day exceeds eight (8) hours, in which case the employee may utilize any remaining Personal Time that is less than one-half (1/2) of a working day prior to the end of the Fiscal Year. For example, the employee who works four (4), ten (10) hour days will utilize five (5) or ten (10) hour increments of Personal Time up to and including thirty (30) hours; the remaining two (2) hours can be utilized as needed by the employee prior to the end of the Fiscal Year.

2. Personal Time accrual will be carried out in accordance with the bi-weekly Pay Period system. An employee must be in a Pay Status for a minimum of forty (40) hours in that Pay Period in order to accrue Personal Time. Employees earn 1.24 hours of Personal Time each Pay Period.
3. Employees entitled to receive Personal Time, who enter Cook County Sheriff's Office employment during the Fiscal Year, shall be given credit for such Personal Time at the rate of eight (8) hours or one (1) eight (8) hour working day for each full fiscal quarter in a Pay Status. Two (2) days of Personal Time may be advanced upon request and based on Operational Needs and/or used, for example, for observance of religious holidays, prior to accrual, to be paid back in the succeeding two (2) fiscal quarters, within the same Fiscal Year.
4. Personal Time shall not be used as additional Vacation Time. If the health of an employee warrants prolonged absence from duty, the employee may be permitted to combine Personal Time, Medical Time and Vacation Time if the employee can submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor to substantiate his/her request. Documentation such as a Family and Medical Leave of Absence Form (FMLA) can be utilized to support the use of Personal Time for medical purposes. The Timekeeping/Attendance Form must indicate that this additional Benefit Time is being utilized for medical purposes in the comments section of the Timekeeping/Attendance Form.
5. Personal Time may not be used consecutively unless approved by the Department Head/Designee.
6. Personal Time off shall be scheduled a minimum of twenty-four (24) hours in advance so as not to disrupt operations and will be subject to Department Head/Designee approval.
7. In crediting Personal Time, the Fiscal Year shall be divided into the following fiscal quarters:

1st quarter-December, January, February

2nd quarter-March, April, May
3rd quarter-June, July, August
4th quarter-September, October, November

8. On November 30th of every year, employees with accrued Personal Time left may carry over 11.99 hours into the next Fiscal Year. Any Personal Time exceeding 11.99 hours will be lost.
9. Severance of employment shall terminate all rights to accrued Personal Time.

E. Overtime

All overtime for union employees, both Sworn and Civilian, is governed by the applicable Collective Bargaining Agreement (CBA). Employees will be selected for overtime based on the following:

1. When the Department Head/Designee determines an emergency or Operational Need exists to mandate overtime, the Department Head/Designee will first ask for volunteers based on Seniority, starting with the employee(s) with the most Seniority. If no employees volunteer, overtime will be given based on Reverse Seniority.
2. Employees who are required to work overtime will be paid based on either a forty (40) hour or eighty (80) hour work week, in accordance with the applicable CBA. Compensation for overtime worked will be in the form of Compensatory Time or pay, or in accordance with the applicable CBA.
3. Employees who have worked overtime must submit a Timekeeping/Attendance Form to their respective Personnel Department (Personnel A or B), approved by a Supervisor and the Facility/Unit/Division Head, within twenty-four (24) hours of the overtime worked.
4. Employees shall receive payment for overtime worked within thirty (30) days following the Pay Period in which the employee worked the overtime.
5. Employees are allowed to “bank” overtime up to two hundred forty (240) hours or amounts specified in the applicable CBA. Employees shall not be allowed to work more than six hundred twenty four (624) hours (thirty percent (30%) of 2080 full-time hours) in overtime in a Fiscal Year with the exception of emergency situations where the Department Head/Designee will be required to provide written authorization and justification.
6. No employee in a pay grade/step of twenty (20) or higher is eligible for overtime, unless approved by the Sheriff/Designee.

F. Compensatory Time

1. Throughout their employment with the Cook County Sheriff's Office, all employees can earn up to a maximum of two hundred forty (240) hours of Compensatory Time or up to amounts specified in the applicable CBA.
2. Maximum amounts for all other employees are determined by their respective CBA.

G. Designation of Holidays

1. The Cook County Sheriff's Office recognizes all twelve (12) holidays designated by the Board of Commissioners of Cook County: New Year's Day, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Pulaski's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas.
2. In order to be eligible for holiday pay an employee must meet the following requirements:
 - a. The employee must have worked the regularly scheduled number of hours on the last scheduled day before and the first scheduled day after the holiday.
 - b. The employee must have worked at least forty (40) hours during the Pay Period in which the holiday occurs unless the employee was in a Paid Status during such period.
 - c. Other restrictions pertaining to the earning of holiday time apply pursuant to the applicable CBA. These holiday days will not be counted as Medical Time, Vacation Time, or Personal Time.
 - d. Employees are scheduled to work holidays in accordance with their applicable Collective Bargaining Agreement.
3. Holiday Time cannot be accrued for non-union employees. If a holiday is to be worked by a non-union employee, the respective Personnel Department (Personnel A or B) must be notified in writing by the employee's supervisor and the employee must be scheduled to utilize this Holiday Time within one (1) Pay Period of the holiday.
4. Employees who are active at the beginning of the Fiscal Year (December 1st) also qualify for a Floating Holiday.

H. Civilian Probationary Period

1. Pursuant to Cook County Ordinance, except as provided herein a collective bargaining agreement, a period of probation for any new employee who has been appointed to a career service position will be a Probationary employee for the first twelve (12) months of employment. During the first twelve (12) months of employment the probationary employee will receive no seniority or continuous service credit during such probationary service, regardless of prior career service status in another County position.
2. The period of probation for a current employee who has been appointed to a new position after a promotional process is fixed at a period of six (6) months of continuous service, or as otherwise provided by a Contractual Agreement.
3. Any period of absence will result in the extension of the employee's probationary period for the period of time equal to the absence for reasons such as Military Leave, Duty Disability, Ordinary Disability, etc. Probationary employees continuing in the service of the employer beyond their probationary period shall be Career Service employees.

I. Sworn Merit Probationary Period

1. An applicant appointed to an entry-level position as a Correctional Officer or Deputy Sheriff, will serve a required twelve (12) month probationary period. During the first twelve (12) months of employment the probationary employee will receive no seniority or continuous service credit during such probationary service, regardless of prior career service status in another County position.
2. Newly-appointed Selected Candidates shall be in a probationary status for a period of one (1) year of active duty in that rank from the Date of Appointment, or as otherwise provided by the Rules and Regulations of the Cook County Sheriff's Merit Board. (Reference Article B)
3. Pursuant to the Rules and Regulations of the Cook County Sheriff's Merit Board, Sheriff's Police Officers, Cook County Correctional Officers and Cook County Sheriff's Deputies will be on probation for one (1) year from the date of appointment. The probationary period includes either employment in the position to which the person has been appointed or promoted, or employment in another position within the Sheriff's Office, or while on official leave of absence, or a combination of all.
4. Any period of absence will result in the extension of the employee's probationary period for the period of time equal to the absence for reasons such as Military Leave, Duty Disability, Ordinary Disability, etc. Probationary employees continuing in the service of the employer beyond their probationary period shall be Career Service employees.

J. Probationary Period Separation / Discharge

1. A Department Head/Designee may recommend separation/discharge of an employee during the employee's probationary period. All recommendations must be forwarded to the Executive Director/Designee of the Office of Professional Review and the Director/Designee of the Sheriff's Personnel Office for further action.

K. Leave of Absences With Pay / Without Pay

1. Bereavement Leave

- a. Excused bereavement leave with pay will be granted, up to three (3) days, to an employee for the funeral of a member of the employee's family or household. Family is understood to include mother, father, spouse, domestic partner, child (including step children and foster children), brother/sister, grandchildren, grandparents, spouse's parents. Where death occurs and the funeral is to be held out of Illinois and beyond the states contiguous thereto, the employee shall be entitled to a maximum of five (5) normal days' pay. Documentation must be provided to support the employee's travel.
- b. The following documentation must be provided to the respective Personnel Department office (Personnel A or B) for bereavement leave to be granted:
 - i. An obituary or death notice which lists the employee as a designated mourner; or a program from the funeral which lists the employee as a member of the deceased's immediate family.
 - ii. Travel documentation (if applicable), including airline tickets or supportive documentation that indicates the funeral of a member of the employee's family or household where death occurs and the funeral is to be held more than one hundred fifty (150) miles from the Cook County Building located at 118 N. Clark Street, Chicago Illinois 60602 or the requirements of any applicable CBA.
 - iii. Birth Certificate or Marriage Certificate or legal documentation providing proof of relationship or guardianship.
- c. Leave requested to attend the funeral of someone other than a member of an employee's immediate family or household may be granted, but time so used shall be deducted from the accumulated Vacation Time, Personal Time or Compensatory Time of the employee making the request.

d. Refer to this Article T, Section IV.L.5 for Return to Work procedure.

2. Jury Duty

a. Approval will be granted for leave with pay for any jury duty required of on an employee of the Cook County Sheriff's Office. Any compensation earned, excluding travel allowance received, must be relinquished to the Cook County Sheriff's Office through the respective Personnel Department (Personnel A or B). The Personnel Department (A or B) will utilize this paycheck as proof of jury duty served.

b. Refer to this Article T, Section IV.L.6 for Return to Work procedure.

3. Maternity / Paternity Leave

Employees shall be granted maternity or paternity Leaves of Absence to cover periods of pregnancy and postpartum child care up to six (6) months. Employees need not exhaust all accrued Vacation Time or Medical Time before going on maternity/paternity leave, but may apply such accrued Time to the Leave of Absence. Such leave will not exceed six (6) months. The employee must complete a Maternity/Paternity Leave Request Form with his/her respective Personnel Department (Personnel A or B). The Director of Personnel/Designee (Personnel A) or respective Personnel Manager (Personnel B) will forward the request to the Department Head/Designee. The following rules shall apply:

a. An employee requesting a Maternity/Paternity Leave shall inform the supervisor in writing of the request no later than sixty (60) days before the expected date of delivery and shall present a statement on physician's letterhead and signed by a physician stating the expected date of delivery.

b. The employee will be given a *Benefit Enrollment Change Form* (Insurance Form obtained from their respective Personnel Department (Personnel A or B) or www.cookcountyrisk.com, which must be completed and forwarded to their respective Personnel Department (Personnel A or B) immediately following the birth of the child, but no later than thirty one (31) calendar days.

c. A pregnant employee may continue in her assignment as long as her attendant physician deems her to be able to perform her normal work routines. The physician shall specify in writing the latest date Maternity Leave shall commence.

d. An employee who has been absent due to Maternity Leave shall be eligible for reinstatement as soon as her physician deems her to be able to resume her regular duties. The employee shall report to the Cook County

Medical Unit with a written statement from her physician indicating a return to work date and a comprehensive medical diagnostic statement for the entire period of time the employee has been away from the workplace. The employee shall bring the Physician's Approval to Return to Work Form to his or her respective Personnel Department (Personnel A or B) to complete the return to work process, and comply with the Sheriff's Drug Free Workplace Policy. In the event that restrictions are indicated on the Physician's Approval to Return to Work Form, the employee is required to report to the Office of Personnel (Personnel A).

- e. An employee who has been absent due to Paternity Leave shall be eligible for reinstatement upon returning to his respective Personnel Department (Personnel A or B) to complete the return to duty process and complying with the Sheriff's Drug Free Workplace Policy.
 - f. Upon return from Maternity/Paternity Leave, the reinstatement rights of the employee will be identical to those of an employee returning from an Ordinary Disability leave (Article T, Section IV.H.10.a), in accordance with Cook County rules or the applicable CBA.
 - g. Refer to this Article T, Section IV.I.7-8, as applicable, for Return to Work procedure.
4. Family and Medical Leave Act (FMLA)
- a. Please see the Sheriff's Order 07-3 regarding Family and Medical Leave.
 - b. Refer to this Article T, Section IV.L.9 for Return to Work procedure.
5. Veterans' Convention Leave

Any employee who is a delegate or alternate delegate to a national or state convention of a recognized veterans' organization may request a Leave of Absence for the purpose of attending said convention, providing, however, that any employee requesting a Leave of Absence with pay must meet the following conditions:

- a. The employee must be a delegate or alternate delegate to the convention as established in the by-laws of the organization.
- b. The employee must register with the credentials committee at the convention headquarters.
- c. The employee's name must appear on the official delegate-alternate rolls that are filed at the state headquarters of their organization at the close of the convention.

- d. The employee must have attended no other veterans' convention, with a Leave of Absence with pay, during the Fiscal Year.
- e. The employee must produce, upon returning from the convention, a registration card signed by a proper official of the convention, indicating attendance.

6. Military Leave Activation

Any employee granted a Leave of Absence without pay to enter service in the Illinois National Guard or any of the reserve components of the military or naval forces of the United States, either voluntarily or by reason of conscription, shall upon return to County service, be restored to the position held prior to going on the Leave of Absence with the same anniversary and seniority dates, status and pay as if the employee had been employed continuously by Cook County.

- a. The employee must present his/her respective Personnel Department (Personnel A or B) a copy of military orders indicating the employee's full name and the start date and approximate end date of service when requesting a Military Leave of Absence.
- b. Employees that are on active military duty must provide a Military Service Affidavit.
- c. Employees must complete a *Military Leave Request Form* and may specify a period of time off following completion of service in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA):
 - i. 1-30 consecutive days of military service: Employee must return to the workplace after safe travel home and eight (8) hours of rest.
 - ii. 31-180 consecutive days of military service: Employee must return to the workplace within fourteen (14) days of release from active duty.
 - iii. 181+ consecutive days of military service: Employee must return to the workplace within ninety (90) days of release from active duty.
- d. If an employee's military pay is less than his/her current pay rate for a commensurate Pay Period, the employee will be eligible for Differential Pay. All Leave and Earning Statements must be submitted to his or her respective Personnel Department (Personnel A or B) to be eligible for Differential Pay.

- e. Employees should notify his or her respective Personnel Department (Personnel A or B) if there are any alterations in their period of deployment. Appropriate documentation must be sent to his or her respective Personnel Department (Personnel A or B).
- f. Employees must present discharge papers at the time of their return.
- g. Unlike other County benefits, pension credits do not accrue for employees on military deployment. All employees returning from deployment should contact the Cook County Annuity and Benefit Fund immediately upon return.
- h. Refer to this Article T, Section IV.L.10-12, as applicable, for Return to Work procedures.

7. Military Leave (Training)

Any employee who has at least six (6) months or more of continuous actual service and is a member of the Illinois National Guard or any of the Reserve components of the military or naval forces of the United States shall be entitled to a leave of absence with full pay for limited service in field training, cruises, and other like recurring obligations. Such leave will normally be limited to eleven (11) working days in each year. Longer periods of leave may be granted in accordance with current County policy and local, state and federal requirements during periods of military escalation.

Refer to this Article T, Section IV.L.11 for Return to Work procedures.

8. Leave of Absence / Non-Merit Rank

An employee not affected by the Leave of Absence Rules of the Merit Board of Cook County may be granted a Leave of Absence, without pay, by the Chief of Staff/Designee.

- a. The employee must complete a Request for Leave of Absence Form with his/her respective Personnel Department (Personnel A or B). The Director of Personnel/Designee will forward the request, along with any supporting documentation to the Chief of Staff/Designee for authorization. A copy will then be forwarded to the Department Head/Designee.
- b. Such Leave of Absence shall be limited to one (1) month for every full year of continuous employment by Cook County, with a maximum of one (1) year of Leave, except for military service.
- c. An employee granted a Leave of Absence shall be eligible, when such

Leave expires, to receive the salary he/she received at the time the Leave of Absence was granted. In all cases, the Director of Personnel/Designee shall provide the Cook County Comptroller with the names of any employees on Leave of Absence.

- d. The request for a Leave of Absence must be submitted no later than fourteen (14) days prior to the requested commencement date.
 - e. The vacancy created by the Leave of Absence may be filled. Should reinstatement be requested, at the termination of the Leave or before, and no vacancy in the rank or no budgetary position is available, the employee will wait for a vacancy in the appropriate status.
 - f. A written request for reinstatement must be submitted at least fourteen (14) days prior to the termination of the Leave of Absence. Failure to do so will be considered a resignation by the employee.
 - g. During a Leave of Absence, Cook County shall not pay any insurance benefits. Employees on a Leave of Absence may elect to continue their health insurance benefit at their own expense. Checks should be submitted to the Cook County Department of Risk Management.
 - h. In the event that the Leave of Absence is denied, the employee will be notified in writing that the request is denied and if the employee fails to return to work within fourteen (14) days of the denial date, he/she will be considered to have resigned their employment with the Sheriff's Office.
 - i. Refer to this Article T, Section IV.L.13 for Return to Work procedures.
9. Leave of Absence / Sworn Merit Rank
- a. Leaves of Absence without pay may be granted to any Sworn Merit Rank Employee, irrespective of rank. The Leave of Absence shall be from the position and rank the employee holds at the time the Leave of Absence is granted. Upon termination of the Leave of Absence, the officer shall be returned to the same rank held at the time the Leave of Absence was granted provided a vacancy still exists. Leave of Absence shall not be granted to any Cook County Sheriff's Police Officer, Cook County Correctional Officer or Deputy Sheriff who has not completed his or her probationary period. The Sworn Merit Rank Employee must complete a Request for Leave Form with his/her respective Personnel Department (Personnel A or B) and submit supporting documentation. The Director of Personnel/Designee (Personnel A) will submit the request along with any supporting documentation to the Chief of Staff/Designee for approval. A copy will then be forwarded to the Department Head/Designee. If the request for leave documentation does not fully substantiate the request, the

employee must provide the required documentation no later than fifteen (15) days from the date of the request or the request for leave will be denied.

- b. If the Sworn Merit Rank Employee requests a Leave of Absence to attend higher education through a college/university, the Sworn Merit Rank Employee must provide documentation to his/her Personnel Department (Personnel A or B) from the institution, on school letterhead, showing proof of full time enrollment and must continue to provide such proof, on a semester/quarter basis, substantiating the continued need for the Leave of Absence.
- c. If the Sworn Merit Rank Employee is requesting a Leave of Absence to report to another law enforcement agency, he/she will be required to present documentation to, his/her respective Personnel Department (Personnel A or B), from the agency, on their official letterhead, substantiating an offer of employment and the start date no later than fifteen (15) days from the date of the request.
- d. A Sworn Merit Rank Employee may request a Compassionate Leave, which is a medical Leave of Absence in the event the Sworn Merit Rank Employee has exhausted his or her Ordinary Disability credits and is no longer eligible for a Family and Medical Leave of Absence (FMLA). To request a Compassionate Leave, the employee must complete a Request for Leave of Absence Form with his/her respective Personnel Department (Personnel A or B). The Sworn Merit Rank employee will be required to provide the Cook County Medical Unit with a comprehensive diagnostic statement to support the request. Additional documentation, as needed or requested, to support the medical Leave of Absence may be required. The Director of Personnel/Designee will forward the request, along with any supporting documentation, to the Chief of Staff/Designee for approval. A copy will be forwarded to the Department Head/Designee. If the request for Compassionate Leave is approved, the Sworn Merit Rank Employee will be required to provide medical documentation to the Cook County Medical Unit every ninety (90) days to substantiate the continued need for the Leave.
- e. During a Leave of Absence, Cook County shall not pay any insurance benefits. Employees on a Leave of Absence may elect to continue their health insurance benefit at their own expense. Checks should be submitted to the Cook County Department of Risk Management.
- f. In the event that the Leave of Absence is denied, the employee will be notified in writing that the request is denied and if the employee fails to return to work within fourteen (14) days of the denial date he/she will be considered to have resigned their employment with the Sheriff's Office.

Head/Designee of their readiness to return to work before the termination dates of their Ordinary Disability leave. In all cases, employees must notify their Department Head/Designee within one (1) business day after being released for duty by a physician or the expiration of benefits, whichever comes first.

- iv. An employee who is on Ordinary Disability leave and returns to work within sixty (60) calendar days after Ordinary Disability leave is terminated shall be eligible to receive the salary paid at the time the Ordinary Disability leave started, provided the budget of the Department can accommodate the salary and, if not, the employee shall be eligible to have the salary received at the time the Ordinary Disability leave started restored at the earliest possible date.
 - v. Refer to this Article T, Section IV.L.14 for Return to Work procedures.
- b. Duty Disability / Injured on Duty (IOD)
- i. Employees determined by Cook County Department of Risk Management to have incurred any occupational illness or injury will be covered by Workers' Compensation insurance benefits provided by the Cook County Department of Risk Management. Benefits amount to sixty-six and two thirds percent (66-2/3%) of the employee's salary at the time of injury, and begin the day after the date the salary stops. Employees off work due to an injury or illness arising out of and in the course of employment are eligible for temporary total disability benefits in accordance with the provisions of the Illinois Workers' Compensation Act. Employees must file an Employees Accident Report with their supervisors immediately following a job-related injury and complete an Employee's Authorization to Release Medical Data. The employee's supervisor must forward the documentation, along with a Supervisor's Investigative Report and any Witness Reports, if applicable, to the Sheriff's Safety Office, located in the Cook County Department of Corrections, Division 5 or contacted at 773.869.6882 or 4032. The Sheriff's Safety Office will forward all documentation to the Cook County Department of Risk Management. Additionally, employees must contact the Cook County Department of Risk Management at 312.603.6274 to confirm that their claim has been submitted. Employees are responsible to ensure that all applicable medical documentation is forwarded to the Cook County Department of Risk Management, Workers Compensation Division. The Cook County Department of

Risk Management is located at 118 N. Clark St., Room 1072, Chicago Illinois 60602.

- ii. Employees are paid Temporary Total Disability by the Cook County Risk Management Department. Employees can apply for additional benefits from the Cook County Pension Board of eight and one third percent (8-1/3 %). If an employee does not apply for the additional Cook County Pension Board benefit or if the application is denied, the employee will not receive pension credit for retirement and may be required to pay the pension credit directly to the Cook County Pension Board.
- iii. Any employee who is off duty and receiving supplemental temporary total disability may be eligible to receive duty disability benefits as provided under the provisions of the Cook County Pension Board. Separate applications must be made with the Cook County Pension Board.
- iv. Any employee who is injured in an accident arising out of and in the course of his/her employment will not be eligible to substitute Medical Time, Vacation Time, or Personal Time in place of supplemental temporary total disability or substitute for temporary total compensation as defined in the Workers' Compensation Act.
- v. Any period for which an employee is shown to be carried on supplemental temporary total disability or on temporary total disability compensation is subject to review by the Cook County Pension Board. The Cook County Pension Board is authorized to require a physical examination of any employee injured in the course of employment to determine eligibility for supplemental temporary total disability or for temporary total disability compensation benefits. Any employee who fails to submit to such physical examination will immediately have supplemental temporary total disability or temporary total disability compensation benefits terminated.
- vi. No employee shall return to duty after having been carried on supplemental temporary total disability or on temporary total disability compensation without obtaining a Physician's Approval to Return to Work authorization from the Cook County Medical Unit.
- vii. If an employee is denied Duty Disability by the Cook County Department of Risk Management, the employee must submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the

employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor in order to receive a Physician's Approval to Return to Work Form. The employee will bring the Physician's Approval to Return to Work release to his or her respective Personnel Department (Personnel A or B) to complete the return to work process, and comply with the Sheriff's Drug Free Workplace Policy. In the event that restrictions are indicated on the Physician's Approval to Return to Work form, the employee is required to report to the Office of Personnel (Personnel A).

11. Employees granted a Leave of Absence either without pay, or being paid by the Cook County Pension Board (Maternity and Disability Leave), with the exception of employees on Military Leave or Duty Injury, whose Leave of Absence exceeds thirty (30) consecutive days shall have the total number of days of such Leave deducted from his/her seniority date, accrual date and date in position, as applicable, to reflect the total number of days absent. All Leaves of Absence and changes to seniority dates, accrual dates and dates in position shall be in accordance with Cook County rules and/or the applicable Collective Bargaining Agreement (CBA).
12. Refer to this Article T, Section IV.L.15 for Return to Work procedures.

L. Return to Work

All employees required to complete the return to work process pursuant to this Article T, Section IV.L, are required to report twenty-four (24) hours prior to their next scheduled work day. For example, if an employee is reporting to work on a Monday, the employee must complete the return to work process the Friday before. *Note: In all cases where an employee is required to report to the Cook County Medical Unit, an appointment must be made at least seventy-two (72) hours prior to reporting to the Cook County Medical Unit. The employee may call (312) 603.4135 to schedule an appointment. Failure to schedule an appointment may result in the employee not being seen by the Cook County physician or a delay in the medical process.

1. Employees with medical restrictions returning to work from an absence of less than forty (40) consecutive hours due to a duty injury or medical emergency:
 - a. Submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an

examination by the Cook County Medical Unit Doctor. The Cook County Medical Unit will issue a Physician's Approval to Return to Work Form to the employee;

- b. Report to Personnel A, and present the Physician's Approval to Return to Work Form to receive Release for Duty Authorization form prior to their next scheduled tour of duty; and
 - c. Submit Timekeeping/Attendance forms as required.
2. Employees without medical restrictions returning to work from an absence less than forty (40) consecutive hours due to a duty injury or medical emergency shall follow procedures in the Immediate Notification: 71.4.4.0 Return to Duty from a Short-Term Duty Injury and/or Medical Emergency.
 3. Employees returning to work from absences of forty (40) consecutive hours but less than fifteen (15) consecutive calendar days shall:
 - a. Submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor. The Cook County Medical Unit will issue a Physician's Approval to Return to Work Form to the employee;
 - b. Report to his or her respective Personnel office (Personnel A or B), or Personnel A in the case of medical restrictions, and present the Physician's Approval to Return to Work Form to receive Release for Duty Authorization form prior to his or her next scheduled tour of duty; and
 - c. Submit Timekeeping/Attendance forms as required.
 4. Employees returning to work from absences of fifteen (15) consecutive calendar days or more shall:
 - a. Submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement (s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor. The Cook County Medical Unit will issue a Physician's Approval to Return to Work Form to the employee;

- b. Report to his or her respective Personnel Department (Personnel A or B), or the Office of Personnel (Personnel A) in the case of medical restrictions, and present the Physician's Approval to Return to Work Form to receive Release for Duty Authorization form prior to his or her next scheduled tour of duty;
 - c. Comply with the Sheriff's Drug Free Workplace Policy, and
 - d. Submit Timekeeping/Attendance forms as required.
5. Employees returning to work from Bereavement Leave shall:
- a. Submit Timekeeping/Attendance Forms and pertinent documentation explaining their relationship to the deceased (i.e. Obituary, Mass card, program) as required; and
 - b. If employee utilizes Benefit Time following bereavement Leave and this period of time is fifteen (15) calendar days or more, employee will be required to return to work through their respective Personnel Department (Personnel A or B) and comply with the Sheriff's Drug Free Workplace Policy.
6. Employees returning to work from Jury Duty shall:
- a. Submit Timekeeping/Attendance Forms as required;
 - b. Submit any compensation received from jury duty, exclusive of travel allowance, to their respective Personnel Department (Personnel A or B); and
 - c. Comply with the Sheriff's Drug Free Workplace Policy if the period of absence is fifteen (15) days or more.
7. Employees returning to work from Maternity Leave shall:
- a. Contact her respective Personnel Department (Personnel A or B) at least ten (10) days prior to her desired date of return to duty;
 - b. Submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement (s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor. The Cook County Medical Unit will issue a Physician's Approval to Return to Work Form to the employee;

- c. Report to her respective Personnel Department (Personnel A or B), or the Office of Personnel (Personnel A) in the case of medical restrictions, and present the Physician's Approval to Return to Work Form to receive Release for Duty Authorization Form prior to her next scheduled tour of duty;
 - d. Comply with the Sheriff's Drug Free Workplace Policy; and
 - e. Upon completion of Return to Work procedures, report to Department Head/Designee, as required.
8. Employees returning to work from Paternity Leave shall:
- a. Submit Timekeeping/Attendance Forms as required;
 - b. Report to his respective Personnel Department (Personnel A or B) to receive Release for Duty Authorization form prior to his r next scheduled tour of duty;
 - c. Submit confirmation of the birth of his child through a Birth Certificate or a statement from the child's physician.
 - c. Comply with the Sheriff's Drug Free Workplace Policy if period of absence is fifteen (15) days or more; and
 - d. Upon completion of Return to Work procedures, report to Department Head/Designee, as required.
9. Employees returning to work from Family and Medical Leave of Absence (FMLA) exceeding forty (40) hours shall:
- a. Submit Timekeeping/Attendance Forms as required;
 - b. If the Family and Medical Leave of Absence (FMLA) was for employee, the employee shall submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor. The Cook County Medical Unit will issue a Physician's Approval to Return to Work Form to the employee;
 - c. Report to his or her respective Personnel Department (Personnel A or B), or the Office of Personnel (Personnel A) in the case of medical

restrictions, and present the Physician's Approval to Return to Work Form to receive Release for Duty Authorization Form prior to his or her next scheduled tour of duty;

- d. If the Family and Medical Leave of Absence (FMLA) was for an employee's family member, but the employee exceeds the number of approved hours/days approved and/or violates the type of Family and Medical Leave (FMLA), (for example intermittent leave to a single period of absence), prior to returning to work the employee shall submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement from the treating physician of the employee's family member which substantiates the need for the employee to have utilized the Family and Medical Leave of Absence (FMLA). The Cook County Medical Unit will issue a Physicians Approval to Return to Work Form to the employee. The employee must then report to his/her respective Personnel Department (Personnel A or B) to receive a Release for Duty Authorization Form prior to his/her next scheduled tour of duty; and
 - e. Comply with the Sheriff's Drug Free Workplace Policy if period of absence is fifteen (15) days or more.
10. Employees returning to work from short term military activations after an absence from work for more than five (5) days but less than fifteen (15) calendar days shall:
- a. Report to his or her respective Personnel Department (Personnel A or B) to receive Release for Duty Authorization form prior to his or her next scheduled tour of duty;
 - b. Submit Department of Defense documentation as required by the Cook County Sheriff's Office (including employee's name, deployment dates, etc.); and
 - c. Submit Timekeeping/Attendance Forms as required.
11. Employees returning to work from any period of military training or service during which an employee sustains an injury shall:
- a. Submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor. The Cook County

Medical Unit will issue a Physician's Approval to Return to Work Form to the employee;

- b. Report to his or her respective Personnel Department (Personnel A or B), or the Office of Personnel (Personnel A) in the case of medical restrictions, and present the Physician's Approval to Return to Work Form to receive Release for Duty Authorization Form prior to his or her next scheduled tour of duty; and
 - c. Submit Department of Defense documentation as required by the Cook County Sheriff's Office (including, e.g., employee's name, deployment dates); and
 - d. Comply with the Sheriff's Drug Free Workplace Policy if period of absence is fifteen (15) days or more.
12. Employees returning to work from extended active duty (fifteen (15) calendar days or longer,) shall:
- a. Contact his or her respective Personnel Department (Personnel A or B) at least ten (10) days prior to their expected return to work;
 - b. Report to his or her respective Personnel Department (Personnel A or B) to receive Release for Duty Authorization Form;
 - c. Submit Department of Defense documentation as required by the Cook County Sheriff's Office (including employee's name, deployment dates, etc.);
 - d. Comply with the Sheriff's Drug Free Workplace Policy; and
 - c. Upon completion of Return to Work procedures, return to Department Head/Designee, as required.
13. Employees returning to work from a Non-Merit Rank / Merit Rank Leave of Absence shall:
- a. Contact the respective Personnel Department (Personnel A or B) within fourteen (14) days prior to returning to work.
 - b. Report to the respective Personnel Department (Personnel A or B) to receive Release for Duty Authorization Form.
 - c. Comply with the Sheriff's Drug Free Workplace Policy; and

- d. For absences of thirty (30) days or more, report to Department Head/Designee to receive written notification of assignment.
14. Employees returning to work from Ordinary Disability shall:
- a. Contact the respective Personnel Department (Personnel A or B) at least ten (10) days prior to their expected date of return to duty;
 - b. Submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor. The Cook County Medical Unit will issue a Physician's Approval to Return to Work Form to the employee;
 - c. Report to his or her respective Personnel office (Personnel A or B), or the Office of Personnel (Personnel A) in the case of medical restrictions, and present the Physician's Approval to Return to Work Form to receive Release for Duty Authorization Form; and
 - d. Comply with the Sheriff's Drug Free Workplace Policy; and
 - e. If the employee has been on Ordinary Disability for thirty (30) days or more, report to the Department Head/Designee to receive written notification of assignment.
15. Employees returning to work from any Duty Disability / Injured on Duty status shall:
- a. Submit medical documentation to the Cook County Medical Unit (*see sections IV.B.8 and L.2 for exceptions), including a comprehensive diagnostic statement(s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor. The Cook County Medical Unit will issue a Physician's Approval to Return to Work Form to the employee;
 - b. Report to his or her respective Personnel office (Personnel A or B), or the Office of Personnel (Personnel A) in the case of medical restrictions, and present the Physician's Approval to Return to Work Form to receive Release for Duty Authorization form prior to his or her next scheduled tour of duty;

- c. Upon completion of Return to Duty procedures, report to their Department Head/Designee;
 - d. Comply with the Sheriff's Drug Free Workplace Policy if period of absence is fifteen (15) days or more; and
 - e. Submit timekeeping/Attendance forms as required.
16. Employees returning to work from a leave approved for training, Specialized Training or educational purposes (excluding In-Service Training) shall:
- a. Contact his or her respective Personnel Department (Personnel A or B) at least ten (10) days prior to his or her desired date of return to work;
 - b. Report to his or her respective Personnel Department (Personnel A or B) to receive a Release for Duty Authorization Form prior to his/her next scheduled tour of duty;
 - c. Upon completion of the return to work procedures, report to his or her Department Head/Designee;
 - d. Comply with the Sheriff's Drug Free Workplace Policy if period of absence is fifteen (15) days or more; and
 - e. Submit copies of any diplomas or certificates received to his/her respective Personnel Department (Personnel A or B) and the Sheriff's Training Institute.
 - f. For further information regarding Specialized Training, please refer to SEAM Article N.
17. Employees returning to work from a Suspension of five (5) or more calendar days shall:
- a. Report to his or her respective Personnel Department (Personnel A or B) to receive a Release for Duty Authorization Form prior to their next scheduled work day.
 - b. Submit Timekeeping/Attendance Forms as required.
 - c. Comply with the Sheriff's Drug Free Workplace Policy.
 - d. For further information regarding Discipline, please refer to SEAM Article V.
18. Employees returning to work from a Suspension for thirty (30) or more calendar days shall:

- a. Report to his or her respective Personnel Department (Personnel A or B) to receive Release for Duty Authorization Form prior to their next scheduled work day;
 - b. Comply with the Sheriff's Drug Free Workplace Policy;
 - c. Upon completion of Return to work procedures, report to his or her Department Head/Designee as required; and
 - d. Submit Timekeeping/Attendance Forms as required.
 - e. For further information regarding Discipline, please refer to SEAM Article V.
19. Duty Exceptions/Medical Restrictions/Limitations

All employees who are requesting a duty exception/medical restriction/limitation that requires the employee to utilize any type of device, such as crutches, canes, braces, casts, bandages or any other device(s) that were not previously approved for use in the workplace, any uniform, equipment and/or appearance exceptions, as well as any indication, verbal or written that the employee is unable to perform the essential functions of their job responsibilities, must follow the return to duty with restrictions instructions as outlined below in this Article T, Section IV.M.

M. Return to Duty with Restrictions

Employee's requesting duty exceptions / medical restrictions or limitations from the Director of Personnel/Designee and Department Head/Designee shall:

1. Submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement (s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor. The Cook County Medical Unit will issue a Physician's Approval to Return to Work Form to the employee;
2. Report to Office of Personnel (Personnel A) to confer with the Director of Personnel/Designee to determine whether or not a Release for Duty Authorization Form may be issued, prior to their next scheduled work day;
3. Comply with the Sheriff's Drug Free Workplace Policy if period of absence is fifteen (15) days or more;

4. Upon receipt of a Return to Duty Authorization, report to his or her Department Head/Designee, as required; and
5. Comply with requests for re-evaluation as required by the employee's physician and the Cook County Medical Unit.

N. Return to Full Duty from Restrictions

Employees subject to duty exceptions / medical restrictions or limitations authorized by the Director of Personnel/Designee and the Department Head/Designee whose physician now indicates the employee is full duty shall:

1. Submit medical documentation to the Cook County Medical Unit, including a comprehensive diagnostic statement (s) from the employee's physician covering the entire period of time the employee has been away from the workplace, including the date the employee's physician has identified that the employee may return to work and submit to an examination by the Cook County Medical Unit Doctor. The Cook County Medical Unit will issue a Physician's Approval to Return to Work Form to the employee;
2. Report to the respective Personnel Department (Personnel A or B) and present the Physician's Approval to Return to Work Form to receive Release for Duty Authorization Form prior to his or her next scheduled work day;
3. Comply with the Sheriff's Drug Free Workplace Policy; and
4. Upon completion of Return to Duty procedures, report to his or her Department Head/Designee, as required.

O. Return to Duty Credential Compliance

1. Sworn Employees returning to work who have an expired Firearms Owners Identification Card (FOID) or do not have a current firearms qualification will be returned to duty Not Authorized to Carry a Weapon until valid documentation is provided to the Office of Personnel (Personnel A) and/or the employee qualifies.
2. If the Sworn Employee must qualify with a firearm, it is the Sworn Employee's responsibility to request to attend In-Service training by submitting a To/From memorandum to his/her supervisor.
3. If an employee's Driver's License is not current, the Office of Personnel (Personnel A) representative will request a copy of the updated Driver's License to be provided in order to update the Sheriff's Office of Personnel (Personnel A) records and the Training Firearms Database. Those employees who are required

to possess a valid Driver's License and are required to drive as part of their job responsibilities must provide a valid Driver's License.

4. It is the employee's responsibility to ensure that he/she is in compliance with the City of Chicago's, or other local municipalities', firearms registration requirements. The employee should provide all documentation to the Office of Personnel (Personnel A) and the Sheriff's Training Academy.

P. Maintenance of Records

The employee's respective Personnel Department (Personnel A or B) is responsible for maintaining employees official Personnel files. Personnel files shall not contain any type of medical diagnostic statements. The records of Leaves of Absences for employees of the Cook County Sheriff's Office shall be maintained by the Office of Personnel (Personnel A).

Q. Request to View Personnel File / Request for Copy of Personnel File

1. Employees may request to review their Personnel file by submitting a Request to Review Personnel File Form to his/her respective Personnel Department (Personnel A or B). Pursuant to the Personnel Record Review Act, the employee shall be provided the opportunity to review his/her Personnel file within seven (7) working days after the employee submits the request.
2. Employees may request a complete copy or copies of specific documents from his/her Personnel file by completing the Request/Receipt for Copy of Personnel File Form. The employee will be provided the requested copy or copies within seven (7) working days after the employee submits the request. The employee will incur a charge of \$ 0.30 per document page and must submit a Money Order or Certified Check, payable to the Cook County Sheriff's Office at the time he/she reports to his/her respective Personnel Department (Personnel A or B) to pick up the requested documents.

R. Duty to Inform

Employees must inform their Department Head/Designee of their intention to go on leave in accordance with the notice provisions contained herein. Before their departure, they must provide the Department Head/Designee with a current address and telephone number and maintain current contact information while on leave. In addition, the Department Head/Designee may require the employee to report in on a reasonable periodic basis. Employees who wish to extend a leave must apply to his or her Department Head/Designee at least thirty (30) days before they are scheduled to return, unless a medical emergency precludes such notice. Employees must contact their Department Heads/Designees at least two (2) weeks before returning from leave and

complete all processing, including medical examinations, before they can return. Failure to comply with these provisions may lead to disciplinary action, delays in reporting and forfeiture of pay.

S. Retirement

1. Employees planning on retirement should contact the Cook County Pension Board as soon as possible.
2. Employees should report to their respective Personnel Department (Personnel A or B) within three (3) days of their expected retirement date to complete an Exit Interview and the retirement process.
3. When reporting to their respective Personnel Department (Personnel A or B), the employee must bring any Sheriff's Department credentials including star, hat shield, Sheriff's Identification Card and County Identification Card and relinquish all credentials to the Personnel Department.
4. Sworn Employees may request a retirement star and retired Sheriff's Identification Card by submitting a To/From memorandum, identifying his/her retirement date, to his or her Department Head/Designee and the Director of Personnel/Designee. The following criteria must be met to be considered for retirement credentials:
 - a. Ten (10) years of service and be eligible for a Cook County Pension.
 - b. Must be in good standing with the Sheriff's Office at the time of retirement.
 - c. Return of all Sheriff's Department Credentials, including star, hat shield, Sheriff's Identification Card and County Identification Card.
 - d. In possession of a valid Firearms Owners Identification Card (FOID) and show a current qualification with the Sheriff's Training Academy.
 - e. A Photo Identification Request Form must be completed and forwarded to the Office of Personnel (Personnel A), who will verify the employee meets all criteria as listed above and will issue the retired Sheriff's Identification Card to the retired employee.

T. Lost or Stolen Credentials / Damaged Credentials

The following must be provided to the Office of Personnel (Personnel A), accompanied by a completed Photo Identification Request Form, for any lost, stolen or damaged credentials:

1. A detailed police report from the police department of the local municipality where the credentials were lost or stolen;
2. A detailed To/From memorandum describing the circumstances and/or incident, submitted through the employee's chain of command;
3. A Money Order or Cashier's check made payable to the Cook County Sheriff for the amounts as follows:
 - a. Star and Hat Shield - \$170.00 (the entire amount must be paid in full even if only the star or the hat shield were lost). This will also cover the cost of the issuance of a new Sheriff's Identification Card, due to the change in the star number.
 - b. Sheriff Photo Identification Card only - \$20.00
 - c. Sheriff Proximity Card only - \$10.00
 - d. Replacement for a Cook County Employee Identification Card will require a payment of \$10.00 in cash. The employee must report to the Cook County Building, 118 N. Clark, Room 881, to obtain a replacement Cook County Employee Identification Card.
4. Employees are held responsible for any damaged credential(s). A Photo Identification Request Form and a To/From Memorandum describing the condition of the damaged credential(s) and a request for replacement(s), must be submitted through the employee's chain of command, along with a Money Order or Cashiers Check made payable to the Cook County Sheriff, for the appropriate amount due.

U. Change of Address, Name, and/or Addition or Deletion of Dependents

Employees are responsible for ensuring that their respective Personnel Department (Personnel A or B) is informed of all status changes, including change of name, address, marital status and the addition or deletion of dependents.

1. Employee must submit a completed Employee Information Sheet updating all employee information including name, address, telephone numbers and emergency information. Additional personnel documentation pertaining to pension, health insurance, life insurance, W-4 Tax Forms and designation of beneficiaries shall be completed by employee.

2. The employee's Driver's License must reflect the current address and/or name change and must be provided. If the employee does not possess a Driver's License, a State ID must be provided.
3. Proof of notification to the State of Illinois to change address and/or name on the Firearms Owners Identification Card (FOID) will be required of all Sworn Employees.
4. If change of name is due to marriage, a copy of the marriage license will be required. If change of name is due to divorce, a copy of the first and last page of the divorce decree will be required. Either circumstance will also require completion of a Benefit Enrollment Form (Insurance Form) to add or delete dependants.

V. Deceased

1. The Office of Personnel (Personnel A) and the employee's respective Personnel Department (Personnel B) must be notified immediately upon the death of a current Cook County Sheriff's employee.
2. A Memorial Notification Form must be completed for the death of a current or former Cook County Sheriff's Office employee or the death of a current employee's family member and submitted, via the chain of command, to the Department Head/Designee. The Department Head/Designee will email the Memorial Notification Form to CCSO.inmemoryofnotification@cookcountyil.gov, a representative of the Sheriff's Personnel Office and a representative of Community Outreach. The Sheriff's Personnel Office will create a CCSO In Memory Of Notification and email the Notification to all employee's of the Cook County Sheriff's Office with a Cook County email address.
3. In the case of a current employee's death, a death certificate must be forwarded to the current life insurance provider and to the Cook County Pension Board within twenty four (24) hours or as soon as practicable. This is critical to ensure continued coverage of any dependants under the Cook County benefit plan.

W. Direct Deposit

1. All employees are strongly encouraged to sign up for direct deposit of their paycheck through their financial institution or through an authorized County credit union.
2. To participate in direct deposit an employee must complete a Direct Deposit Authorization Form obtained from their respective Personnel Department

(Personnel A or B) and include either a void check from his/her financial institution or the respective direct deposit form from his/her credit union.

X. Employment Verification

1. All requests for verification of employment must be submitted in writing to an employee's respective Personnel Department (Personnel A or B) and must be accompanied by a signed release from the employee permitting the Personnel Department (Personnel A or B) to release the information. No verification of employment will be provided verbally or without the signed consent of the employee. E-signatures or electronic signatures are not acceptable.
2. The employment verification must indicate the employee's name as it appears on their current pay check or direct deposit advice. No employment verification will be completed for an employee if another name is indicated on the request submitted to the Personnel Department (Personnel A or B).
3. Employment verifications may be sent via facsimile, by regular mail or hand delivered to the employee's respective Personnel Department (Personnel A or B).
4. As an alternative, the employee may submit a request through their chain of command for verification of employment. This request must include the name of the company or agency and the individual to whom the verification is to be directed as well as the street address, city, state and zip code of the company or agency, and the information required to be verified. The employee's supervisor must then forward the request to the employee's respective Personnel Department (Personnel A or B) for the verification to be completed.
5. Under no circumstance is any employee of the Cook County Sheriff's Office authorized to complete any employment verification other than the Personnel Department (Personnel A or B).

Y. Bi-Lingual Pay

1. Employee's utilizing their bi-lingual skills regularly during the course of their employment may request the County's stipend for bi-lingual pay through their chain of command by submitting a To/From memorandum explaining how he/she utilizes his/her bi-lingual skills in the course of his/her work duties.. An authorization to receive bi-lingual pay must be submitted to the Office of Personnel (Personnel A) with the signed approval of the Department Head/Designee.
2. Employees must successfully complete a College Level Examination Program (CLEP), or other examination if a College Level Examination Program (CLEP) is not available, in their language of proficiency to qualify.

3. Bi-lingual pay is a once a month stipend.
4. Only those employees that are covered by a CBA with a bi-lingual pay provision and meet the above mentioned requirements will be eligible for bi-lingual pay.

Z. Domestic Partnership Status

The Cook County Board of Commissioners passed the Cook County Employee Domestic Partnership Benefits Resolution, effective December 1, 1999, to provide benefits for the qualified domestic partners of participating County Employees. Pursuant to the ordinance, a qualified domestic partner (“Partner”) of an individual (“Employee”) employed by Cook County shall be eligible for the same health benefits, including health care, dental insurance and vision coverage that Cook County offers to the spouse of an Employee.

1. For a Partner to be eligible for coverage, the Employee and Partner must complete and file with the Cook County Bureau of Human Resources an Affidavit of Domestic Partnership.
2. The Employee and Partner are responsible for providing required documentation to satisfactorily support the Partner’s eligibility for employee benefits. In addition to other requirements, eligibility for domestic partner coverage requires the following:
 - a. Both parties reside together;
 - b. Neither party is married, nor are they related by blood closer than would bar marriage in the State of Illinois;
 - c. Both parties must be eighteen (18) years of age; and
 - d. Both parties are of the same sex.
3. Any and all documents that may be required to substantiate the eligibility guidelines must be provided by the domestic partners at the time the Affidavit of Domestic Partnership for Benefits is submitted to the Cook County Bureau of Human Resources. Birth Certificates and copies of Illinois Drivers License or State of Illinois Identification Cards will be required. Other documents may include:
 - a. Civil Union Certificate
 - d. Mortgage document, displaying common or joint ownership;

- c. Residential tenant lease, displaying common or joint tenancy;
- d. Motor vehicle title or loan documents evidencing joint ownership;
- e. Evidence of a joint checking account;
- f. Evidence of a joint credit account (e.g. credit card); and
- g. Properly executed will identifying the Partner of the Employee as a primary beneficiary in the Employee's Last Will and Testament.

AA. Employee Assistance Program Referrals

The Sheriff's Office is committed to ensuring the safety and well being of all employees and their families whenever possible. The Sheriff's Office recognizes that employees may experience difficulties which may impact their personal and professional lives. The Sheriff's Office supports and encourages employees to utilize the Employee Assistance Program to obtain assistance.

The Employee Assistance Program is staffed by clinical professionals that provide personal and confidential counseling and consultation and has the experience to address human problems that can impact an individual's well being, that can affect the ability to tackle day-to-day responsibilities employees have at home and at work, as well as relationships with family, friends, co-workers and supervisors.

The Employee Assistance Program counselors will serve as the link between the employee and the resources needed to resolve employee problems. The counselors have a thorough knowledge of the resources available to help employees, whether they are part of the employee's health insurance plan or throughout the community. The Employee Assistance Program counselors will personally connect employees to an appropriate resource, as well as provide support to ensure that the employee receives proper help after referring the employee. The Employee Assistance Program can also provide grief counseling for time-limited problems that do not necessitate a referral. The specific services available are: marital or family issues, stress or mental health issues, grief, financial issues, alcohol or drug abuse, separation and divorce, family violence, coping with illness or disability, child/adult day care and senior services and compulsive and problem gambling.

- 1. Any Department Head/Designee who counsels an employee to contact the Employee Assistance Program is required to notify the Employee Assistance Program and must provide the following information:
 - a. The Employee name and JDE Number; and
 - b. Reason for the referral.

2. Employees that utilize the Employee Assistance Program and require time away from the workplace are required to obtain an approved leave of absence. Further explanation of leaves of absence can be obtained from the Employee Assistance Program representative or the Office of Personnel (Personnel A).
3. Employee Assistance Contact Information
 - a. The Employee Assistance Program counselors can be contacted by phone at 312.603.1290 or email Michael Goldman at michael.goldman@cookcountyil.gov.
 - b. AFSCME Personal Support Program - Union members can take advantage of this confidential program for free screening and referral services. AFSCME Members should contact 1-800-647-8776 for further information.

BB. Victims' Economic Security and Safety Act (VESSA) (820 ILCS 180/1 et seq.)

The Victims' Economic Security and Safety Act (VESSA) provides an employee who is a victim of domestic or sexual violence, or who has a family or household member who is a victim of domestic or sexual violence, with up to twelve (12) weeks of unpaid leave per any twelve (12) month period to address issues arising from domestic or sexual violence. VESSA provides an employee with the legal right to an annual allotment of unpaid leave, protection against discrimination and reasonable accommodations to workplace facilities or job requirements.

VESSA defines "domestic or sexual violence" as including "domestic violence, sexual assault or stalking" (820 ILCS 180/10) and further includes acts or threats of violence which causes distress or fear. According to VESSA, a "family or household member" may be a spouse, parent, , son, daughter, other person related by blood or by present or prior marriage, other person who shares a relationship through a son or daughter or persons jointly residing in the same household". (820 ILCS 180/10).

1. An employee may take VESSA leave to:
 - a. Seek medical attention for, or recovery from, physical or psychological injuries;
 - b. Obtain victim services, including psychological or other counseling;
 - c. Participate in safety planning, including temporary or permanent relocation or other actions to increase the safety of the victim;
 - d. Seek legal assistance or participate in court proceedings related to the violence.

2. Employees may take up to twelve (12) workweeks of unpaid leave during the twelve (12) months following the request for VESSA leave.
3. VESSA leave may be taken in increments, intermittently or on a reduced schedule.
4. An employee may not exceed the time permitted by a Family and Medical Leave of Absence (FMLA). Family and Medical Leave of Absence (FMLA) taken during any twelve (12) month period counts against the twelve (12) week allowance of unpaid leave permitted under VESSA.
5. An employee may elect to utilize accrued paid leave for any portion of VESSA leave, however, an employer may not compel an employee to exhaust any portion of her/his paid leave before using (or in substitution of) VESSA leave.
6. Group health plan benefits must be maintained through the duration of the VESSA leave “under the conditions coverage would have been provided if the employee had continued in employment” (820 ILCS 180/20(e)(2)(A)), however, the employer may continue to collect any premium contributions from the employee that otherwise would have been paid by the employee had she/he not taken Leave.
7. VESSA requires employers to make reasonable accommodations to known limitations resulting from circumstances relating to domestic or sexual violence, unless the employer can demonstrate that such an accommodation would impose an undue hardship (an action requiring significant difficulty or expense) on the operations of the employer. A reasonable accommodation would include:
 - a. Adjustment to a job structure, workplace facility or work requirement;
 - b. Transfer, reassignment or modified schedule;
 - c. A changed telephone number or seating assignment;
 - d. Installation of a lock; or
 - e. Implementation of another safety procedure.
8. The employee shall provide the employer with at least forty eight (48) hours advance notice of the employee’s intention to take VESSA Leave, except in such cases where it is not practicable to provide such notice. The employee may be

required to provide certification that VESSA Leave is to be taken for one (1) or more of the purposes shown in section BB.1 above at the time of the request for VESSA Leave. If the employee is unable to provide certification at the time of the request, the employee must provide certification within a reasonable period of time after the request for VESSA leave by providing one (1) of the following documents:

- a. Documentation from a victim services organization, attorney, member of the clergy or medical or other professional from whom the employee or the employee's family or household member has sought assistance; or
 - b. A police or court record; or
 - c. Other corroborating evidence.
9. An employee requesting a VESSA Leave may be required to provide the following certification documentation at the time of the request for VESSA Leave to the Sheriff's Office of Personnel. If the employee is unable to provide the certification documentation at the time of the request, the employee must provide certification within a reasonable period of time after the request:
- a. A sworn statement from the employee that states the following:
 - i. That the employee, or a family or household member of the employee, is a victim of domestic or sexual violence and that the employee is taking time off from work to address issues related to domestic violence or sexual violence. Other documentation, such as a birth certificate, marriage certificate and/or legal documentation may be required to confirm family or household relationships;
 - ii. The requested start date of the VESSA Leave;
 - iii. If the employee is requesting to take the VESSA Leave intermittently or on a reduced work schedule. If the employee is requesting a reduced work schedule, the exact reduced work schedule must be provided.
 - iv. The employee must also indicate if he/she is requesting to utilize accrued Benefit Time or if the employee is requesting unpaid VESSA leave.

- v. Original documentation, on official letterhead, signed and dated, from a victim services organization, an attorney, a member of the clergy or a medical or other professional from whom the employee or a family or household member of the employee has sought assistance, a police or court record or other corroborating evidence. If the employee is requesting a reduced work schedule, this documentation should substantiate that request.
10. The Sheriff's Office of Personnel shall verify eligibility requirements of the Leave request, including either the submittal of required documentation at the time of the request for VESSA Leave or within a reasonable period of time after the VESSA Leave has been approved, and shall notify the Department Head/Designee and the employee, in writing, of the status of the VESSA Leave request as soon as practicable (i.e. two (2) business days absent any extenuating circumstances). It should be noted that the employee's Department Head/Designee shall ensure the employee's chain of supervision is notified of the employee's VESSA Leave status.
 11. The Sheriff's Office of Personnel, department heads and supervisory staff shall maintain the confidentiality of all information pertaining to the use of VESSA Leave, notice of an employee's intention to take VESSA Leave and certification provided by the employee.
 12. Individuals wishing to learn more about the Victims' Economic Security and Safety Act (VESSA), or file a complaint regarding VESSA should contact the Illinois Department of Labor at 312.793.6797 or visit their website at <http://www.state.il.us/agency/dol>.

V. Certification

All memoranda or forms applicable to the Personnel Policies and Procedures shall include the NPCC language. The Compliance Officer may audit any Employment Action or process indicated in this Article T as he or she deems necessary.