

City of Chicago

PERSONNEL RULES

City of Chicago
Richard M. Daley
Mayor

Department of Personnel
Glenn E. Carr
Commissioner

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CITY'S TRIAL EXHIBIT
5

RULE XI - LEAVES OF ABSENCE

Section 1 - Leaves of Absence for Career Service and Probationary Career Service Employees

Leaves of absence may be granted to Career Service and Probationary Career Service employees provided that the reasons for such leaves are job-related, or are to relieve a hardship condition, or are in response to a reasonable personal requirement, and in all cases are deemed beneficial to the City Service. The City's leave policies will be in compliance with applicable laws. The granting of leaves of absence is a responsibility of the department heads, subject to review and approval by the Commissioner of Personnel. Leaves of absence may be authorized for the following purposes and under the stated conditions:

(a) Duty Disability - A leave of absence shall be granted to Career Service and Probationary Career Service employees for duty disability when the employee cannot perform assigned duties because of a job caused injury or illness. Upon providing an approval and release for return to work to the prior position from the City's designated health practitioner, the employee shall be returned to a position in the same class as the position formerly held, unless such position does not exist by reason of a reduction in force, including, but not limited to a lack of appropriated funds for such position.

(b) Leave to a Non-Career Service Position - A leave of absence without pay shall be authorized to enable a Career Service or Probationary Career Service employee to be elected or accept appointment to an elective office or to a compensated non-Career Service position. Failure to request such leave of absence shall be grounds for discharge. The leave may be extended for so long as the employee serves in that non-Career Service position. An employee seeking return from a leave for appointment or election to another City office or position will be reinstated to a position in the same class as the position formerly held, if such position exists, is vacant and the department head wishes to fill it. If qualified, as determined by the Commissioner of Personnel, the employee may be reinstated to a similar position of the same grade in the department, if there is a vacant position which the department head wishes to fill. If no vacancy exists as described, the employee's name shall be placed on the appropriate Reinstatement list.

(c) Personal - A leave of absence without pay may be granted to a Career Service or Probationary Career Service employee for personal reasons of the employee, provided that the purpose of the leave is deemed beneficial to the City Service or is in response to a reasonable personal requirement, including family care responsibility and seeking or accepting public office not covered by Subsection (b) of this Section. Said leaves may be granted for up to three (3) months provided they may be renewed for like three (3) month periods not to exceed a total leave of twelve (12) months.

An employee on personal leave of absence for one year or less will be reinstated to a position in the same class as the position formerly held, if such position exists, is vacant, and the department head wants to fill it. If qualified, as

determined by the Commissioner of Personnel, the employee may be reinstated to a similar position in the same grade within the department, if there is a vacant position which the department head wishes to fill. If no vacancy exists as described, the employee's name shall be placed on the appropriate Reinstatement list.

(d) Maternity and Medical Leave - Career Service and Probationary Career Service employees shall be granted leaves of absence without pay, upon request, for medical reasons including disability due to maternity. Said medical leaves of absence shall be granted for up to three months, provided said leaves shall be renewable for like three-month periods. The department head shall require satisfactory proof of the need for a medical leave of absence or the extension of such leave.

An employee who returns from a medical or maternity leave of absence shall be reinstated to a position in the same class as the position formerly held, if such position exists, is vacant and the department head wishes to fill it. Otherwise the employee's name will be placed on a Reinstatement list. A written release from the employee's physician will be required prior to reinstatement except in the case of maternity.

Section 2 - Administration of Leave of Absence

All leaves of absence shall be governed by the following procedures:

(a) Leaves must be applied for by the employee seeking the leave on forms prescribed by the Commissioner of Personnel. Before the leave begins it must be approved by the department head and, where required, by the Commissioner of Personnel. All leaves must be reported to the Commissioner of Personnel.

(b) The Commissioner of Personnel shall be responsible for giving both the employee and the department head timely notification of an upcoming expiration of leave of absence. The employee shall then be responsible for notification to the department head concerning her or his intention to return to work.

(c) If an employee fails to return to work upon expiration of his or her leave of absence, without making application for extension or without being placed on a Reinstatement list, it shall be considered that the employee resigned effective as of the last day of the authorized leave of absence. The Commissioner of Personnel shall notify the employee that the resignation has been effected by the action of the employee as authorized on the "Request for Leave of Absence" form.

(d) A leave of absence may be cancelled by the Commissioner of Personnel if the cause for its original authorization was fraudulent or has ceased to exist. A department head may seek to have an employee on leave of absence discharged, and the right to reinstatement withdrawn by action of the Personnel Board under the provisions of Rule XVIII, Disciplinary Actions and Procedures.