

4. Long Term Disability: An employee receiving long term disability pay shall have their base pay adjusted to ensure that their total compensation does not exceed their regular net pay. This will apply if the employee is receiving worker's compensation, or full salary while working a modified duty assignment.
5. Employee's Responsibility: Injury leave is authorized solely to enable an employee to recuperate from an injury incurred on the job. Employees who violate their physical restrictions or fail to follow all instructions issued by their treating physician while on worker's compensation leave, may be subject to disciplinary action.
6. Use of Accrued Leave: Employees must report to their supervisor when they are not able to keep a scheduled appointment relating to their on-the-job injury. Appropriate leave must be requested and authorized for any leave which is not expressly related to the on-the-job injury. This includes but is not limited to: Vacation leave; personal business leave; and sick leave.
7. Use of Family and Medical Leave: Family and Medical Leave shall not be charged against an employee while in an authorized worker's compensation leave status.

**J. Leave of Absence Without Pay**

An employee on vacation or sick leave status must request a leave of absence without pay within three (3) workdays after exhausting all paid leave. If an employee is absent for more than three (3) consecutive workdays after exhausting all paid leave and does not receive approval for a leave of absence without pay, the employee may be considered to have resigned without notice.

The Personnel Director is authorized to grant a leave of absence without pay not to exceed fifteen (15) calendar days upon recommendation of the employee's department director. The City Manager may grant an employee a leave of absence, without pay, for a period not to exceed one (1) year, upon written request. Failure on the part of the employee to report to work at the end of an approved leave without pay may be considered a resignation.

**K. Military Leave**

Employees shall be granted military training leaves of absence in accordance with applicable State law, without loss of pay or other benefits for a period not to exceed a total of one hundred twenty hours in any Federal fiscal year. Competent orders and sufficient prior notice must be received by the Personnel Director in order to grant military leave. While the City recognizes the re-employment rights of the veteran, the personnel record must reflect the employee's re-employment rights in accordance with Federal and State laws with a copy of the orders incorporated in the personnel file.

**L. Jury Duty Leave**

An employee will receive leave with pay for their regularly scheduled hours when required to serve on jury duty. The employee must provide notice of required jury duty to their supervisor, as soon as received by the employee. If released early from jury duty, the employee is required to report back to work. ~~Any compensation by the Court for such jury duty must be turned over to the Finance Director.~~ The employee may retain any allowance for jury duty, parking, mileage, or meal expenses provided by the Court.