



**EMPLOYEES TAKING AND RETURNING FROM LEAVE, DISABILITY, OR  
SUSPENSION**  
**GENERAL ORDER #9.00**

Adopted: 08/04/2006  
Replaces: NEW ORDER

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**POLICY**

Employees of the *Stanford University Department of Public Safety* who are absent for extensive periods of time are subject to certain restrictions in order to promote readiness for duty and to protect departmental property. Upon return to duty, employees shall meet with *the Administrative Services Manager* to establish fitness for duty and to determine whether training in new policies and procedures is necessary. Employees on suspension are subject to departmental restrictions.

**PROCEDURE**

**A. DEFINITION**

An extended leave is any absence from the *Stanford University Department of Public Safety* for a period greater than 90 days.

**B. EMPLOYEES ON SICK LEAVE OR DISABILITY**

1. Employees on sick leave or disability are expected not to engage in conduct that would adversely affect their fitness for duty. Employees shall fully discuss all the activities they plan to engage in with their attending physicians to determine whether the activities could aggravate the injuries or delay convalescence. Employees shall not knowingly engage in any activity that could aggravate their injury or illness or delay convalescence. Therapy prescribed by an attending physician or physical therapist is exempt from this rule.

**C. EMPLOYEES ON EXTENDED LEAVES**

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1. Employees who are on extended leave may, at the discretion of the *Stanford University Department of Public Safety*, be required to return to the agency their badges, department-issued firearms, and *department* identification.

**D. EMPLOYEES ON DISCIPLINARY SUSPENSION OR COMPULSORY ADMINISTRATIVE LEAVE**

1. Employees who are on disciplinary suspension shall return to the *Stanford University Department of Public Safety* their badges, department-issued firearms, and *department* identification at the time they are placed on suspension or administrative leave, and in no event later than 24 hours after the employee is placed on suspension or leave.
2. Employees who are on compulsory administrative leave may be required to return to the *Stanford University Department of Public Safety* their badges, department-issued firearms, and *department* identification at the time the employee is placed on suspension or administrative leave. Employees who are directed to return these items shall comply no later than 24 hours after the employee is placed on suspension or leave.

**E. EMPLOYEES ON SICK LEAVE, DISABILITY LEAVE, EXTENDED LEAVE, MATERNITY LEAVE, MILITARY LEAVE, DISCIPLINARY SUSPENSION AND ADMINISTRATIVE LEAVE**

1. Employees on sick leave, disability leave, extended leave, maternity leave, military leave, disciplinary suspension and administrative leave shall not engage in any other business or employment, even though prior written permission to engage in secondary employment has been received from the *Director of Public Safety* unless permission to engage in activity during the leave or suspension period has been specifically granted by the *Director of Public Safety*.

**F. EMPLOYEES RETURNING FROM EXTENDED LEAVE, DISCIPLINARY SUSPENSION OR ADMINISTRATIVE LEAVE**

1. Prior to returning to duty from extended leave, disciplinary suspension or administrative leave, all employees must report to the Administrative Services *Manager*. The Administrative Services *Manager* will brief the employee on any employment changes that have occurred in the employee's absence.
  2. When employees return to duty after disability leave, administrative leave, or extended leave, the Administrative Services *Manager* shall examine the available medical records and determine whether the employee shall be returned to duty or referred to a departmental physician to determine whether the employee is fit to return to duty.
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3. When the employee returns to duty after disciplinary suspension or administrative leave, the employee will be interviewed by the Administrative Services *Manager* regarding the employee's return to the workplace.



LAURA WILSON  
DIRECTOR

