

**City Manager's Office**  
**Administrative Order No: 031**  
**Issued: 03/05**

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**Approved by Marc S. Grisham**  
**City Manager**

**Subject: Use of Paid Leaves for Absence Due to Injury/Illness**

**Purpose:**

This policy is to clarify the use of paid leaves for absence due to injury or illness when a release to return to work has been provided by a physician.

**Policy:**

Employees who are released to work by a physician are to report to work. This includes Temporary Transitional Work, when appropriate.

Employees who elect to remain off of work after receiving a release to return are allowed to use vacation, compensatory time or floating holidays, with prior approval of their supervisor. Employees may not use sick leave or administrative leave for this purpose. Please see Personnel Rule 38 for the appropriate uses of sick leave.