

**DEPARTMENT OF PUBLIC WORKS
PERSONNEL POLICIES 2009**

Personnel Policy #22

ADOPTED BY THE BOARD OF PUBLIC WORKS ON 12/09/2009

**TO: Heads of the Bureaus and Offices
of the Department of Public Works**

SUBJECT: DEPARTMENTAL POLICY ON DISABILITY RETIREMENTS

The Department of Public Works' Policy on Disability Retirements was established in response to a request by the Board of Public Works to prepare a standardized procedure addressing the issues related to an employee's return to work after an approved disability retirement.

The Department of Public Works' Policy on Disability Retirements is as follows:

1. Employees applying for a disability retirement are placed on a "leave pending retirement" status by their Bureau while their application is pending with LACERS.
2. Once the LACERS Board approves the disability retirement, OMES will backdate the disability retirement to the effective date of the disability pension and terminate the employee. The employee should be paid for all accrued vacation and sick time.
3. If, after the approved disability retirement, the employee is later restored to duty, the employee will be returned to the position from which he or she retired with all the rights and privileges he or she had under the Charter and relevant ordinances at the time of his or her disability retirement, and should be treated as such.
 - a. Sick leave – A full-time employee, who is restored to duty from a disability retirement, should accrue eight hours of 100% sick leave for each month of service worked after his or her restoration to duty until January 1 following the date of the restoration to duty. Beginning January 1 following the employee's restoration to duty, the employee should accrue sick leave as provided in Section 4.126, subsection (a), paragraph 2 of the Administrative Code.

An employee who is restored to duty as a half-time employee, as defined by Section 4.110(a) of the Administrative Code, should accrue sick leave prorated on the basis of the total number of hours scheduled in relationship to the total number of hours required for full-time employment.

- b. Vacation - An employee, who is restored to duty from a disability retirement, should be credited with the years of service worked prior to his or her disability retirement. Upon restoration to duty, the employee should accrue vacation hours at the rate specified in Section 4.245 of the Administrative Code.

ADOPTED BY THE BOARD OF
PUBLIC WORKS OF THE CITY
of Los Angeles, California
12/09/2009

James A. Gibson, Secretary
Board of Public Works