

**Administrative Procedures for Policy #6024 (Personnel)
Regarding Assault Leave**

I. Definitions

- A. Assault - an attempt to purposely, knowingly, or recklessly cause bodily injury to another

II. Guidelines

- A. The employee shall submit to his/her immediate supervisor a signed statement justifying the need for assault leave. In addition, the employee shall provide a certificate from a licensed physician stating the nature and duration of the disability.
- B. The supervisor shall forward this information to the Director of Human Resources.
- C. The Director of Human Resources, in conjunction with the employee's supervisor, will review the information to determine if the employee is eligible for assault leave.
- D. The Director of Human Resources will notify the employee of his/her decision in writing.
- E. If the Director approves the employee's use of assault leave:
1. The Director will charge the leave as assault leave and will not decrement any of the employee's accrued leave
 2. The assault leave will terminate upon one of the following:
 - a. the employee is able to return to work,
 - b. the employee is eligible for Workers' Compensation, or
 - c. the employee is eligible for disability retirement as deemed by the Maryland State Retirement Agency.
- F. An employee returning from assault leave must provide a certificate from a licensed physician releasing the employee to return to full duty.