

Regulation 15 – Resignation, Reinstatement, Restoration, and Retirement

15.044 - Restoration following a leave of absence for an exempt position

An employee on leave from a permanent civil service position pursuant to Regulation 22.07 may be restored to their permanent civil service position voluntarily or involuntarily.

15.044.1 – Voluntary Restoration

An employee voluntarily requesting restoration to their permanent civil service shall be restored to their former position or its equivalent position with the approval of the appointing authority in which the employee is currently employed.

15.044.2 – Involuntary Restoration

When an appointing authority determines that an employee in an exempt position who is on leave of absence from a permanent civil service position may no longer occupy that exempt position for any reason, the employee shall, upon request to the Director, be restored to the civil service position or equivalent position from which they originally requested the leave unless the removal is for disciplinary reasons. In that case, the appointing authority may take disciplinary action, in which case the employee shall forfeit restoration to their Civil Service position with the approval of the Director. The employee also shall forfeit any appeal rights to the Civil Service Commission.