

Military / Medical Leave Notification Memo

If an officer is going to be out on a military or medical leave (**30 days or more**), a notification is requested to be sent to ILETSB to “suspend” the officer’s account until their return. Suspending the account is placing a temporary hold on an officer’s training account during the leave period. These notifications are beneficial especially when an officer is deficient in training due to the leave situation. The officer **will not** be able to work in a law enforcement capacity until the Board has received notification that he/she has returned from leave.

MILITARY LEAVE NOTIFICATION:

- Create a memo on agency’s letterhead requesting to suspend an officer’s training account due to military leave
- Signed and dated by Chief or Sheriff, Deputy Chief or Chief Deputy
- State the officer’s name, PTB #, date to begin leave of absence and return date (if known)
- Obtain and attach military orders to this memo
- Send memo and orders as a PDF to PTB.Certification@illinois.gov
- Go into LEDI, locate the officer’s name, go to officer’s notes section, and advise “officer out on military leave, memo sent to ILETSB on (date)”

MILITARY LEAVE RETURN NOTIFICATION:

- Create a memo on agency’s letterhead requesting to un-suspend officer’s account
- State the officer’s name, PTB # and date to return to police duty
- Send memo as a PDF to PTB.Certification@illinois.gov
- Go in notes section in LEDI and you can remove military leave notification upon officer’s return

MEDICAL LEAVE NOTIFICATION:

- Create a memo on agency’s letterhead requesting to suspend an officer’s training account due to medical leave
- Signed and dated by Chief or Sheriff, Deputy Chief or Chief Deputy
- State the officer’s name, PTB #, date to begin leave of absence and return date (if known)
- Send memo as a PDF to PTB.Certification@illinois.gov
- Go into LEDI, locate the officer’s name, go to officer’s notes section, and advise “officer out on medical leave, memo sent to ILETSB on (date)”

MEDICAL LEAVE RETURN NOTIFICATION:

- Create a memo on office letterhead requesting to un-suspend officer’s account
- State the officer’s name, PTB # and date to return to police duty
- Send memo as a PDF to PTB.Certification@illinois.gov
- Go in notes section in LEDI and you can remove medical leave notification upon officer’s return

On all medical/military leave return requests, ILETSB staff will review the officer’s training mandates to determine the training that should be completed before the officer returns to active full duty.