

Extended Leave Request (Active to Inactive)

If an officer is going to be out on a leave of absence (military, medical, administrative, or otherwise) for 30 days or more, a notification should be sent to the Board requesting the officer be placed “Inactive” on the agency’s roster until their return. Making the officer Inactive on your agency roster places 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 their leave of absence.

LEAVE NOTIFICATION:

- Create a memo on agency’s letterhead requesting the officer be made “Inactive” due to (state the reason i.e. military, medical, administrative, investigative, disciplinary, etc....)
- State the officer’s name, PTB #, date to begin leave of absence and return date (if known)
- Must be signed and dated by Chief or Sheriff, Deputy Chief or Chief Deputy
- 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 (state reason), memo sent to ILETSB on (date)”
- ILETSB staff will process the employer’s leave/freeze request and notify the agency once it has been implemented placing the officer in an “Inactive” status.

RETURN NOTIFICATION:

- Create a memo on agency’s letterhead requesting officer be made “Active” on agency’s roster
- State the officer’s name, PTB # and date to return to “Active” duty in a law enforcement capacity
- Must be signed and dated by Chief or Sheriff, Deputy Chief or Chief Deputy
- Send memo as a PDF to PTB.Certification@illinois.gov
- Go in notes section in LEDI and you can remove freeze/leave notification upon officer’s return
- ILETSB staff will process the employer’s request to remove freeze/leave request and advise the agency of all trainings that should be completed prior to deploying the officer in the field.
- ILETSB staff will place the officer back to an “Active” status on the agency roster.