

DEPARTMENT GENERAL ORDER 07-13

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 99-06/99-06A
SOP 300.24.12

DATE: January 16, 2007

SICK LEAVE

I. PURPOSE.

To provide guidelines in regard to the allotment and use of sick leave. This will include the documentation necessary for an employee to return from extended sick leave.

II. ELIGIBILITY.

All full-time employees, including those who may still be in their training period, but excluding those employees who are ineligible for paid leaves, are eligible to utilize sick leave following one month of service with the City.

Sick leave with pay shall be granted for the following reasons: 1) personal illness or physical incapacity resulting from causes beyond the employee's control, 2) illness of a member of the employee's household that requires the employee's personal care and attention, 3) enforced quarantine of the employee in accordance with community health regulations, and 4) to keep a doctor's or dentist's appointment.

III. SICK LEAVE ACCRUAL.

Sick leave shall be earned at the rate of eight (8) hours per month of service for a total of ninety-six (96) hours per year. Unused sick leave may be carried forward from year-to-year with a maximum accrual limit of 1040 hours. However, those employees who have previously accumulated more than the maximum limit shall not be required to surrender the excess sick leave – they will not earn any additional sick leave until their accrued totals drop below the 1040 hour limit. Long-term disability coverage is also available to eligible employees after six months, subject to the approval of the insurance carrier.

As with vacation leave, employees shall be credited with their full annual allotment of sick leave on January 1st of each calendar year. However, it should be noted that despite crediting each employee with their full allotment of sick leave at the beginning of each year, employees will only earn sick leave at the stated rate of eight (8) hours per month. Should an employee leave the department through retirement, resignation, etc. and have utilized sick leave in excess of that earned, the City will adjust the employee's final paycheck downward to recoup the difference.

In the event a department member leaves the employ of the City and has unused sick leave on the books, subject to appropriation, the employee may receive compensation for the unused sick leave at a set amount as determined by the City. Non-uniformed employees must have five (5) years of continuous employment with the City, while uniformed employees must have served ten (10) years of continuous employment to be eligible for the program.

An employee who is terminated for cause or who does not provide the requested notice of their resignation will not be paid any compensation for accrued but unused sick leave.

IV. NOTIFICATION REQUIREMENT.

Department employees shall be responsible to notify the on-duty supervisor or commander at the earliest possible opportunity of their inability to report for duty due to personal and/or family illness or injury. This process should be conducted by personal phone contact whenever possible. However, in the event on-duty personnel are unavailable, or an emergency exists, the employee will contact an ECDC dispatcher, impart all appropriate information, and request a return call from the supervisor or commander. A message left on a supervisor's phone will not suffice.

Should the employee be unable to personally make such notification, a family member or friend will suffice to relay the appropriate information. Failure to make the required notification may result in disciplinary action being taken against the employee.

V. ADMINISTRATION OF SICK LEAVE.

Once notification has been received the supervisor will make a notation on the Daily Time Sheet in red ink. The commander of the Criminal Investigations Division shall subsequently review the time sheets and deduct the amount of sick time used by various employees from the total amount of time available for each. Sick leave data will then be entered on a payroll administration form and submitted to the City on a monthly basis. Similarly, at the beginning of each month, the commander of the Criminal Investigations Division shall prepare and distribute a leave balance sheet listing available leave totals for each member of the department.

All absences due to illness or injury which extend beyond three consecutive work periods will require the employee to complete a Family Medical and Leave Act form, to include a

doctor's statement attesting to the nature of the illness/injury and the employee's anticipated recovery time. If care of a family member may be involved, the physician's statement should address the illness, etc. of the family member and the need for personalized care. The FMLA form should be submitted to Personnel thirty (30) days prior to the absence, if possible.

Upon return to active duty, the employee will provide the doctor's statement/release to their immediate supervisor who shall forward it to the Commander of the Investigations and Support Bureau. He, in turn, shall forward the statement to the City Personnel Department at which time it will be entered in the medical section of the employee's personnel file.

VI. ABUSE OF SICK LEAVE.

In those instances where the use of sick leave is questionable, the Police Department, serving as an agent of the City, reserves the right to require an employee produce a doctor's statement to corroborate an absence, regardless of the length of time involved.

Where repeated abuses of sick leave are suspected, the employee's immediate supervisor may, with the knowledge and consent of his Bureau or Platoon Commander, proceed to the employee's private residence and conduct a verification check.

Should an employee be determined to be in violation of Department's Standards of Conduct, "Feigning Illness/Injury," the employee may be subject to disciplinary action.

BY ORDER OF:

THOMAS J. BYRNE
Chief of Police

TJB:dld

CALEA Reference: 22.2.1