

Sick Leave Policy

1014.1 PURPOSE AND SCOPE

Employees of this department are provided with a sick leave benefit that gives them continued compensation during times of absence due to personal or family illness. The number of hours available is detailed in the employee's respective personnel manual or applicable collective bargaining agreement. Employees may also be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family Medical Leave Act (FMLA) (29 CFR 825).

1014.2 EMPLOYEE RESPONSIBILITIES

Sick leave may be used for absences caused by illness, injury, temporary disability (including pregnancy/maternity), or for medical, dental or vision exams or medical treatment of the employee or the employee's immediate family when it is not possible to schedule such appointments during non-working hours.

Sick leave is not considered vacation, and abuse of sick leave may result in discipline and/or denial of sick-leave benefits. Employees on sick leave shall not engage in other employment or self-employment, or participate in any sport, hobby, recreational or other activity which may impede recovery from the injury or illness.

1014.2.1 NOTIFICATION

Employees are encouraged to notify the Watch Commander or appropriate supervisor as soon as they are aware that they will not be able to report to work. At a minimum, employees shall make such notification no less than one hour before the start of their scheduled shift. If an employee is unable to contact the supervisor in the case of an emergency, every effort should be made to have a representative contact the supervisor.

When the necessity for leave is foreseeable, such as an expected birth or planned medical treatment, the employee shall, whenever possible, provide the Department with no less than 30-days notice of the intent to take leave.

1014.3 EXTENDED ILLNESS

Employees on extended absences should contact their immediate supervisor at three-day intervals, unless a physician's work status report lists specific dates that the employee will be absent and has been submitted to the supervisor, to provide an update on their absence and expected date of return. An employee absent from duty due to personal illness may be required to furnish a statement from their health care provider supporting the use of sick leave and/or the ability to return to work.

Employees may also have specific rights under provisions of the Family Medical Leave Act (FMLA) or the California Family Rights Act (CFRA), and should contact the City of Barstow Human Resources Department for further information relating to these acts or extended leave under state or federal law.

1014.4 SUPERVISOR RESPONSIBILITY

Supervisors should monitor sick leave usage and regularly review the attendance of employees under their command to ensure that the use of sick leave is consistent with

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Barstow Police Department

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this policy. Supervisors should address sick-leave use in the employee's performance evaluation when it has negatively affected the employee's performance or ability to complete assigned duties, and when unusual amounts of sick leave by the employee has had a negative impact on department operations. When appropriate, supervisors should counsel employees regarding the excessive use of sick leave and should consider referring the employee to the Employee Support Services (ESS).

1014.4.1 SICK OR INJURED-ON-DUTY INTERVIEWS

- A supervisor shall conduct an in-person interview of an employee who is unable to report to duty because of illness or injury when:
 - Unauthorized use of sick time is suspected
 - There is any indication that the ill or injured employee needs assistance

The interview shall be conducted by an officer superior in rank to the employee being interviewed. The interview shall be conducted at the employee's residence or location where he/she is recuperating.

The supervisor interviewing a sick or injured-on-duty employee shall:

- Provide appropriate assistance to the employee such as obtaining information and advising on medical benefits, pay, and any other needs the employee may have
- Encourage and assist the employee to return to duty as soon as practicable

All injured-on-duty employees shall be interviewed in person regarding their injury and how it occurred. Supervisors shall prepare the necessary documentation, including the State of California Department of Industrial Relations Workers' Compensation Claim Form (DWC 1) and the Supervisor's Report of Injury or Illness. The original of those forms shall be delivered by the employee's supervisor to the City of Barstow Human Resources Department and a copy shall be delivered to the Division Commander of the employee's assigned division.