

## Sick Leave

### 1006.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.), the California Family Rights Act, leave for victims of crime or abuse, or for organ or bone marrow donor procedures (29 CFR 825; Government Code § 12945.2; Labor Code § 230.1; Labor Code § 1510).

### 1006.2 POLICY

It is the policy of the Barstow Police Department to provide eligible employees with a sick leave benefit.

### 1006.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

#### 1006.3.1 NOTIFICATION

All members should notify the Watch Commander or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor (Labor Code § 246).

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30 days' notice of the impending absence (Labor Code § 246).

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

# Barstow Police Department

Barstow PD CA Policy Manual

## *Sick Leave*

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### **1006.4 EXTENDED ABSENCE**

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days after the first three days of paid sick leave are used in a 12-month period.

#### **1006.4.1 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.

### **1006.5 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Department of Human Resources as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:

# Barstow Police Department

Barstow PD CA Policy Manual

## *Sick Leave*

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1. Negatively affected the member's performance or ability to complete assigned duties.
  2. Negatively affected department operations.
- (d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.

### **1006.6 REQUIRED NOTICES**

The Human Resource Manager shall ensure:

- (a) Written notice of the amount of paid sick leave available is provided to employees as provided in Labor Code § 246.
- (b) A poster is displayed in a conspicuous place for employees to review that contains information on paid sick leave as provided in Labor Code § 247.