Policies & Procedures

Article: 2.3

Effective Date: 08/30/2012

Revised Date:

SICK LEAVE

PURPOSE

To establish a Department policy and define the conditions under which paid sick leave is authorized.

POLICY

The Department recognizes that sick leave is an important employee benefit. It is equally important to maintain appropriate staffing requirements. Therefore, this policy will define how to utilize sick leave as well as the characteristics of sick leave misuse/abuse.

APPLICATION

This Article shall only apply to paid department personnel and shall be administered in accordance with the Valencia County Personnel Policy, 401-02-01

PROCEDURE

I. Employees:

1. Sick leave shall be reported as soon as possible but no later than one (1) hour prior to the employee's work shift unless the nature of the illness or injury requires extended leave, certified by the employee's physician, and of which the employee's supervisor is notified.

2. Employee needs to call their supervisor first, if you can not contact your supervisor then the employee can call the communications center and have the communications center have a Chief Officer paged to call you.

II. Sick Leave Misuse

A. A physician's certificate shall be required when: Employee working greater than a twelve (12) hour shift has used two or more consecutive shifts of sick leave. Employees working a shift of less than twelve (12) hours, shall provide a physician's certificate after three (3) or more consecutive shifts. An employee shall provide a physician's certificate for an absence when an employee has utilized fewer than two (2) consecutive shifts of sick leave when a pattern exists.

B. When a supervisor percieves a pattern of sick leave usage, he will take the opportunity to meet with the employee and review the sick leave use. A pattern is defined as two (2) or more instances occuring within a twelve (12) month period and may be defined as:

1. Use of sick leave one (1) shift prior, during or after a County approved holiday.
2. Use of sick leave one (1) shift prior, during or after a shift trade;
3. Use of sick leave one (1) shift prior, or after an employee designated leave (i.e personal leave, annual leave);
4. Use of sick leave when a request for leave has NOT been approved.
5. Requesting the use of sick leave without available balance.