

04 ATTENDANCE, LEAVES, AND ABSENTEEISM

04.01 SCHEDULED AND NON-SCHEDULED ABSENTEEISM

Effective Date:	Replaces:	Scope:	Authority:	Comments:
FILLINEFFDATE		FILLINSCOPE	FILLINAUTH	

DEFINITIONS

Scheduled Absenteeism

- absenteeism that is prearranged with management and conditioned on members following policies and procedures governing such absenteeism

Non-scheduled Absenteeism

- any form of absenteeism not pre-scheduled by management lasting less than three scheduled work days, or during a scheduled work period, or within a scheduled work period and within 24 hours of a scheduled work period

Non-inclusive Examples of Scheduled Absenteeism

- military leave (when properly applied)
- Family Medical Leave (when properly applied)
- approved Vacation / Holiday / Compensatory Time
- approved leave time
- sick leave lasting greater than 3-days duration and qualified for FMLA
- disability leave
- jury /subpoena required absenteeism
- bereavement leave

Non-inclusive Examples of Non-scheduled Absenteeism

- calling off within 24 hours of a work assignment or work shift
- leaving work without permission
- unexcused tardiness
- sick leave use after having a leave request denied
- not having enough hours of sick leave to cover an absence
- unscheduled sick leave adjoining scheduled days off
- unscheduled sick leave adjoining holidays
- failing to answer a call back or accept offers of overtime

REPORTING SICK LEAVE

To be eligible for paid sick leave, a member must, prior to a scheduled starting time and in accordance with this policy, report the reason for all absences (e.g., personal

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illness/injury, family member illness or injury) to the O.I.C. on each day involved, unless otherwise approved by the Department.

Members shall not be asked information that would likely identify a specific disease or illness. They may be asked:

- if they will be seeing a health care provider
- the name, address and telephone number of the health care provider
- time of appointment
- when they expect to return to work

RESTRICTIONS WHILE ON SICK LEAVE

While on personal sick or injury leave, a member shall not engage in any activities that would tend to prolong the need for the extended use of sick leave.

MEMBERS WHO HAVE EXCESSIVE OR PATTERNED ABSENTEEISM

Members who have established themselves as chronically and/or excessively absent or have a patterned use of sick leave (in addition to all other provisions of this policy) may be prohibited from leaving their primary place of residence or place of confinement while on paid leave – exceptions are limited to:

- leaving to receive medical treatment
- obtain medication or care
- engage in religious worship
- exercise the right to vote
- obtain basic life necessities
- convalesce at a pre-approved location

In such cases, members shall, before leaving, the members shall notify the on-duty supervisor of their:

- time of departure
- estimated length of absence
- reasons for leaving
- re-notify the supervisor immediately upon returning

Additionally, when reasonable cause exists to believe a member is using sick or injury leave contrary to the provision of this policy, the member can expect planned and random surveillances from supervisory personnel.

04.02 SICK LEAVE APPLIED TO FAMILY MEDICAL LEAVE

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PROCEDURES

The Department has the authority to apply sick leave towards Family Medical Leave time. This means sick leave and FML time may be charged concurrently. This will be the normal practice, unless the nature of the situation and the needs of the Department at the time the decision are made indicate otherwise.

04.03 EXCESSIVE NON-SCHEDULED ABSENTEEISM

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PROCEDURES

Definition

Non-scheduled absenteeism is absenteeism not pre-scheduled by management lasting less than three scheduled work days, or during a scheduled work period, or within a scheduled work period and within 24 hours of a scheduled work period.

All forms of absenteeism will be reviewed every two weeks by the immediate supervisor of each member. Those members with excessive non-scheduled absenteeism shall be counseled by the immediate supervisor. This counseling will be documented by the supervisor.

Upon a second quarter of excessive non-scheduled absenteeism, the following steps shall be taken by the supervisor.

- The supervisor will employ appropriate disciplinary measures with the member.
- The supervisor will advise the member that they will not be permitted to work any off-duty employment until the completion of another quarter when non-scheduled absenteeism does not exceed the calculated work unit average by more than 20 percent of that average.

Non-scheduled absenteeism will be scrutinized when considering personnel for specialized assignments more favorable positions, or advanced training. Personnel with excessive non-scheduled absenteeism shall not be considered for these positions.

04.04 RATE OF PAY

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PROCEDURES

Unless it would be contrary to law or other authority, sick leave pay is paid at the member's straight-time hourly, daily, or bi-weekly rate.

Usually, vacation leave may be substituted for sick leave if the member's accrued sick leave benefits are exhausted. An exception may be when a member has established a pattern of sick leave abuse and has been warned of such abuse.