



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



251.01 SICK/SPECIAL/PARENTAL/BEREAVEMENT LEAVE 11-13-08

PURPOSE

To establish procedures for reporting use of Sick or Special Leave when employees cannot report for duty because of sickness, injury, death in the immediate family, or any emergency situation.

POLICY

To grant time off for illness, injury, parental leave, bereavement leave, or emergencies that render employees unable to perform their regular duties.

PROCEDURE

A. Sick and Special Leave procedures provided in this order are based on the Civil Service Board Rules.

B. REPORTING ABSENCES

1. Employees who are too ill or injured to report for duty, or when an emergency exists, shall, unless hospitalized, notify their immediate supervisor.
2. Employees who are hospitalized shall, if possible, have someone make the notification.
3. Employees shall make such notification at the earliest practical or possible moment, and whenever possible, at least two (2) hours before the start of their scheduled shift.
 - a. If the employee's functional unit is staffed during the preceding shift, notification shall be made as soon as possible during that preceding shift. Employees of the preceding shift shall alert the concerned supervisor, or higher authority, in a manner practical to the situation.
 - b. If the employee's functional unit is not staffed during the preceding shift, notification shall be as soon as possible.
 - c. Notification for future use of leave, e.g. for scheduled surgery, shall be made as soon as dates are known.
4. On-duty employees who become too ill to complete their assigned shift, or who learn of an emergency, shall immediately notify their supervisor or higher authority.
 - a. If such contact cannot be made, notification shall be to the Communications Division, Service Desk.
 - b. Dispatchers receiving such notifications shall record them in the CAD system (Sick Mask) and send them to the terminal of the employee's supervisor.
 - c. The section/watch commander shall determine whether another employee must be called in to replace the employee.
5. Supervisors shall ensure a Report of Illness/Injury (SPD 196) is completed for absences and superiors are properly notified.
6. Special Requirements - Office of Operations (uniform assignments)
 - a. Officers and CSO's who are too ill or injured to report for duty, or when an emergency exists, shall notify their immediate supervisor by calling the Communications Division, Service Desk, at least two (2) hours before the start of their shift.
 - b. Dispatchers receiving such notifications shall record them in the CAD system (Sick Mask), and send them to the terminal of the concerned watch commander.
7. The CAD system Sick Mask shall record the same information as the SPD 196 and the Sick Mask shall serve as the SPD 196.

C. SICK LEAVE WHILE ON VACATION

Sick leave in lieu of scheduled vacation is authorized only if employees are confined to a hospital, or bedridden on a physician's written orders, and unable to continue vacation activity.

1. On return to work, employees shall submit a medical certificate from their physician verifying the dates, location, and reason for the hospitalization or being bedridden to their immediate supervisor.

SACRAMENTO POLICE DEPARTMENT
GENERAL ORDERS

2. The immediate supervisor shall submit the certificate with a Time Sheet Correction form, documenting the time used as sick leave, instead of vacation, through channels to City Payroll.

D. EXTENDED ABSENCE FROM DUTY

1. Employees shall call in each day they will be absent as outlined in Section B above.
2. When the absence is 40 hours or less:
 - a. the employee's return may be approved by the immediate supervisor.
 - b. a Duty Status Report (SPD 165), completed by the employee's physician, may be required by the supervisor.
 - c. if there is a question as to fitness for duty, the employee may also be required to be examined by the City Physician. The Personnel Services Division (PSD) shall coordinate the appointment.
3. When the absence exceeds 40 hours, but is less than 160 hours, an SPD 165 may be required and the PSD may refer the employee to the City Physician.
4. Employees off work for more than 40 hours may be required to submit an SPD 165 after each visit to the treating physician, or every 160 hours, whichever comes first.
5. For absences of 160 hours or more, an SPD 165 must be completed by the treating physician. Employees shall be referred to a City Physician by the PSD.

E. OFF-DUTY INJURY OR ILLNESS REQUIRING AN OFFICIAL LEAVE OF ABSENCE

1. Employees shall take an official leave of absence or be placed in Absent Without Pay status if they are absent due to an off-duty illness or injury and do not have enough sick leave or elect not to use accumulated sick leave to cover the absence and are unable to return to available modified duty.
2. Employees whose illness or injury is directly traceable to employment other than the City of Sacramento shall not use sick leave, and if unable to return to available modified duty, shall take an official leave of absence.

F. EXCESSIVE/ABUSIVE USE OF SICK LEAVE

1. Sick leave is only authorized per Civil Service Board Rules. Any abuse of these privileges may result in disciplinary action as authorized by those rules.
2. Supervisors shall audit sick leave use quarterly.
3. Sick leave abuse MAY be indicated if an employee is absent:
 - a. the same day each week.
 - b. the day before or after a day off, holiday, or vacation.
 - c. each time a sick day is accumulated.
 - d. each day of a particular assignment or shift.
 - e. for unauthorized reasons, i.e., employee calls in sick and later found working off duty, fishing, participating in an athletic event, etc.
 - f. calls in sick after being refused a holiday.
 - g. was ordered to provide a required SPD 165 or Medical Certificate to support sick leave, and fails to do so, upon returning to work.
 - h. for more than one (1) of the above per pay period.
4. When a pattern of sick leave abuse develops, the immediate supervisor shall:
 - a. orally counsel the employee.
 - b. document the counseling by preparing two (2) copies of an Excessive/Abusive Use of Sick Leave form (SPD 215).
 - (1) One (1) copy shall be initialed by the employee, upon which a copy of the past year's sick leave usage shall be attached, and filed in the employee's division file.
 - (2) The second copy shall be provided to the employee.
 - (3) To maintain an SPD 215 in the employee's division file for more than one year, supervisors shall have the employee re-initial the SPD 215 or issue another SPD 215.
5. Previously counseled employees' attendance records shall be checked each quarter. If still unacceptable, or improved but returning to unacceptable practices, disciplinary action may be appropriate.
6. If no improvement is shown, the supervisor, through the chain of command, may:
 - a. if appropriate, request a fitness for duty examination.

SACRAMENTO POLICE DEPARTMENT
GENERAL ORDERS

b. file a complaint with the Internal Affairs Section, per GO 220.01.

G. SPECIAL LEAVE

1. Special Leave benefits shall be chargeable to Sick Leave credits.
2. The Request for Special Leave shall be submitted to the division/watch commander for approval and forwarded through the chain of command to the PSD. A copy of the approval shall be placed in the employee's payroll file.

H. PARENTAL LEAVE

1. The Personnel Policy Instruction on Parental Leave dated June 24, 1995 or as amended, or as modified by applicable labor agreements, shall identify eligible employees for paid parental leave, the total number of City compensated hours, and time constraints for using parental leave.
2. Employees shall use the following event type codes while on parental leave:
 - a. Parental leave time (PARTL).
 - b. Accrued and/or earned holiday time (HYATL/HYELT).
 - c. Accrued vacation time (VAPTL).
 - d. Accrued sick time (SIKTL).
 - e. Accrued compensatory time off (CTOTL).
 - f. Accrued management leave (ATOTL).
 - g. Leave without pay (WOPTL).
3. The job number 2702 shall be used when an employee is on parental leave and "PARTL" time is used. When employees use vacation, holiday, or sick time credits, or take leave without pay, in association with their parental leave, they shall use job number 2788.
4. The immediate supervisor of employees on parental leave shall ensure that time sheets for their employees are submitted each week and verify the proper job number is used.
5. Employees shall be carried on the schedule and shall maintain their normally assigned work hours and days off. The schedule shall note the type of time used for each shift.
6. Employees responding to subpoenas shall receive overtime in accordance with the labor agreement as if they were on vacation or holiday. If an employee is on unpaid leave, court time shall be paid at straight time.

I. BEREAVEMENT LEAVE

1. Employees may receive up to twenty-four (24) consecutive hours of City-paid bereavement leave for the death of the employee's spouse, parent, sibling, child, grandchild or grandparent.
2. Bereavement leave hours shall be documented on an employees timecard under the Time Reporting Code 'BRV', and they will not be subtracted from an employees accumulated Sick Leave account.
3. After an employee exhausts the twenty-four (24) consecutive hours of City-paid bereavement leave, he/she may use accrued holiday, vacation, compensatory time off, or sick leave as authorized by Civil Service Board Rule 16, Sick Leave, for additional time off to attend to other death, bereavement, or funeral needs.
4. Supervisors should give consideration to the circumstances presented by the employee when time off is requested.