



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



251.06 INJURY-ON-DUTY STATUS 03-30-93

PURPOSE

To establish procedures for Injury-On-Duty (IOD) status.

POLICY

To provide for the scheduling of employees on IOD status and the use of earned compensated time off upon exhaustion of IOD time (one year) per the City Charter, Civil Service Rules, and City Personnel Policy Instructions.

PROCEDURE

A. WORK SCHEDULE WHILE ON IOD STATUS

1. When employees are placed on IOD status, they shall automatically be placed on a Monday through Friday 0800 - 1700 hours shift after five (5) days.
2. Immediate supervisors shall ensure that 40 hours of "I" time are reported for the employee, for each full week they are off.
 - a. If employees' schedules change in mid-week of the first week they are on "I" time, supervisors shall report the employees' regular shift hours on their time cards up to the shift change. The time card shall then be completed with the appropriate number of eight (8) hour days and, if necessary, a fractional day (less than eight (8) hours) to complete the 40 hours.
 - b. Each subsequent week shall indicate eight (8) hours per day, Monday through Friday.

B. EXHAUSTION OF IOD TIME

In accordance with City Personnel Policy Instructions and Civil Service Board Rules, career employees exhausting their IOD time have the following options:

1. Request to use accrued vacation and holiday time.
2. After exhausting vacation and holiday time, request to use up to one-third of accrued sick leave, reducing their "cash out" amount accordingly (Civil Service Board Rule 16).
3. Immediately, or after use of accrued leaves pursuant to sections B1 and B2 above, submit a memorandum (SPD 121) requesting that they be carried without pay.
 - a. The employee's immediate supervisor shall forward the memorandum to the Personnel Services Division (PSD).
 - b. PSD shall submit copies of the memorandum to Central Payroll, Occupational Health and Safety, and Employee Services.
 - c. The date all IOD time is exhausted, and after sick leave, vacation, and/or holiday time, if any have been taken, the employee shall be transferred administratively to Organization #9020 and carried without pay. This shall require a Personnel Action Request (PAR) submitted by the PSD.