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Effective Date: July 1997	Revision Date: December 2017
Amends/Supercedes: 1600.20/July 2007	Approved by: Chief Kevin Higdon
Meets Accreditation Standard:	10.2

Section 500.10 Sick Leave

An employee may take sick leave with pay whenever he or she:

- Receives any medical, dental, optical examination or treatment.
- Is disabled by illness.
- Gives birth to a child (or spouse gives birth to a child). All vacation leave must be exhausted before sick leave is granted for paternity/maternity leave.
- Is required to care for a sick or injured member of his or her immediate family for a reasonable period of time.
- Would jeopardize the health of others because of exposure to a contagious disease.

Procedure for Taking Sick Leave

- If an employee becomes sick or injured while off duty and the condition would prevent him or her from reporting to his or her normal assignment, he or she shall immediately notify the **ON DUTY** commanding officer or OIC on a recorded line. The on duty commanding officer or OIC will be responsible for the following.
 - Marking the time card of the employee calling in.
 - Determining if the need for overtime procedures exists to cover the assignment.
 - Filling out an EIS form for sick time usage.
- Employees off duty as a result of any sickness or injury shall not engage in any outside off duty employment for twenty four (24) hours from the time of the initial call-in.

The following scale will be put in place for the purpose of sick time usage.

- 1 day = 1 point
- 2 days = 2 points
- 3 days = 3 points
- 4 days = 4 points
- 5 days = 5 points
- 6 days = 6points
- Etc.....

If the employee takes off sick for more than 1 day in a row and provides a doctor's note, the point total will remain at 1 for that occurrence.

The only accepted doctor's note shall be from a medical doctor or physician's assistant. The note should cover all of the days that the officer was off for this occurrence to be eligible for the decrease in points.

- If an employee has incurred a sick day (point accumulation) it will remain on the books for 1 calendar year. Ex. (An employee calls in on January 15th 2013, the points for that occurrence will be taken off of the books on January 15th of 2014).

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- If an employee reaches a 5 point total, her/she will be subject to disciplinary action.

The following will be the disciplinary action in regards to sick time usage:

- When an employee reaches 5 points, he or she will receive a written reprimand.
- When an employee reaches 6 points, he or she will receive a day (suspension) off without pay.
- Subsequent offenses occurring that are beyond 6 points will involve disciplinary action by the Chief of Police or his designee up to and including termination.
- Habitual offenders using sick time in conjunction with off days/vacations or that have developed patterns may be subject to disciplinary action for abuse of sick leave.
- Untruthfulness in the use of sick leave shall be cause for dismissal.

Using City Equipment Prohibited while on Sick Leave

Officers assigned take home police units are prohibited from operating the unit while off duty due to illness or injury. When an officer has been off sick for three consecutive days, his take home vehicle will be picked up until he returns to work, excluding maternity/paternity leave. In addition, an employee shall remain at their residence, place of recuperation, or place of treatment unless traveling to or from a physician or pharmacy. Exceptions to this requirement may be made upon the advice of a physician under special circumstances and must be approved by the Chief of Police.

Fitness for Duty

The Chief of Police may order an employee to take administrative leave with pay whenever it appears that the officer is physically or psychologically unfit for duty. The Chief may confer with the Mayor and City Council as to the observations of the behavior or symptoms of the employee. As a result of this conference, the employee may be ordered to take a fitness for duty physical and/or psychological examination by a medical facility. Thereafter, the City may base recommendations regarding continuation of employment on those findings.

- The Shively Police Department shall bear the expense for any medical or psychological examinations that are required. Furthermore, the department shall be the keeper of the records of any required examination results.