



Section 1/100 ♦ Standards of Conduct		
1 / 152	Sick Leave	09/29/07
Accreditation Standards	22.2.1	

1 / 152.05 PURPOSE

Sick leave is not a privilege and shall not be considered as a privilege which an employee may use at their discretion, but shall be allowed only in cases of necessity and actual sickness or disability of the employee, or because of illness, dental appointments, medical exams, or births in their immediate family. Personnel are encouraged to schedule dental appointments and medical exams that do not conflict with their work schedules. The delivery of essential Laurel Police Department services is diminished when employees do not regularly report to work.

1 / 152.10 PROCEDURES

In accordance with the City of Laurel’s Human Resource Policy #4-009, all Police Department personnel are expected to provide notification at least four (4) hours prior to the beginning of their shift if they will be absent due to illness.

Employees will state fully the reason(s) for failure to report for duty and give the supervisor reasonable opportunity to speak with and question them regarding the impending failure to report for duty and use of sick time. Information to be provided by the employee includes, but is not limited to:

1. Type and/or nature of illness.
2. Cause of injury or illness.

In the event employees will be absent from work for more than one work day, they will report their inability to report for duty on each scheduled duty day, unless other arrangements are made with their supervisor.

The Department may require employees reporting ill or injured to provide a doctor's written certification of their illness/injury and length of time of expected recovery prior to their return to duty.

Employees will return to duty as soon as their medical condition permits.

Employees are expected to remain at home unless hospitalized, visiting their doctor, picking up medicine or food, acting pursuant to reasonable instructions for care or caring for a sick member of the immediate family. Employees will be available for face-to-face and/or telephone contact with a supervisor during the employee's normal work hours.

Any employee who falsifies sickness, illness, or injury to receive sick leave may be subject to disciplinary action.

1 / 152.15 SUPERVISOR’S RESPONSIBILITIES

The employee's supervisor may contact the employee either by telephone or in person to determine the seriousness of the problem and render assistance to the employee and their family, as appropriate.

If a supervisor conducts a sick visitation or telephone call, they shall prepare a Commander’s Report. The report shall contain the date and time of visit or phone call, whether or not the member was at home, and whether the member appeared ill or feigning illness. This report shall be forwarded to the Deputy Chief of Police.

Supervisors will also be responsible for replacement personnel, if necessary.

END OF ORDER