



# POLICY MANUAL

## Personnel – Time Off Sick Leave Call In Procedure

Revised: 07-09-07

Code: 1 – 7 – 5

Book Chapter Subject

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5.0 Purpose: Establish Sick Leave Call In Procedure.

5.01 Scope: All Fire Department Personnel.

### 5.02 GOAL

To establish sick leave call in procedures that will ensure filing of proper forms for sick leave usage and enable the Department to make the necessary assignments to maintain minimum staffing.

### 5.03 WHO TO CALL

Notification of an employee's illness shall be given, by phone or in person, to the Staffing Captain.

If there is no answer to the above listed number, the person calling in shall call their scheduled work station. The on-duty Captain will then notify the Battalion Chief as soon as possible so arrangements can be made for coverage if needed. If there is no answer at the station, the employee shall call Communications at 324-2228 or 324-2229 and have them advise the Battalion Chief.

### 5.04 WHEN TO CALL

It shall be the responsibility of the employee to call or contact the Department as early as possible.

With consideration to the 48/96 schedule, individuals shall call no later than 0645 hours the morning of your first scheduled 24-hour shift.

If it is undecided at the time of their original call if they require sick leave for their second scheduled 24-hour shift, they shall call no later than 1700 hours the evening prior to their second scheduled shift.

Employees are advised that a doctor's release may be required for any sick leave call-in.

### 5.05 EXTENDED ILLNESS

It should be noted that the above procedure is intended to apply for short-term illnesses. Any illness in excess of two 24-hour shifts shall be considered an extended illness. It shall be the responsibility of the employee to notify the Battalion Chief of any extended illness as soon as possible.

### 5.06 INSUFFICIENT SICK LEAVE

If employee does not have sufficient sick leave to cover absence, employee will be able to use holiday, C.T.O. or vacation time in place of sick leave.



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### 5.07 OFF-THE-JOB INJURIES

A doctor's slip approving a return to work will be required before an employee may return to work for off-duty injuries in the following situations:

1. Strains and/or sprains to joints or back
2. Fractures or dislocations
3. A doctor's slip approving a return to work may be required by the Battalion Chief for any illness or injury deemed necessary.

### 5.08 SICK LEAVE DOCUMENTATION

The Staffing Captain, or person taking the call in, will fill out a yellow "Leave Use Authorization" slip for each individual absence related to either not reporting to work or leaving work because an employee is sick or injured.

1. The yellow Leave Use Authorization will be filled out even if it is an on-the-job injury. If it is an on-the-job injury, it must be documented so on the slip.
2. All yellow Leave Use Authorizations that are filled out by the Company Officer receiving the call must be put in an inter-office mail envelope and sent to the Department Secretary before the Company Officer completes their shift at 0745 hours.

EXAMPLE:

### LEAVE USE AUTHORIZATION

I hereby request approval to use \_\_\_\_\_ hours of \_\_\_\_\_ time  
(i.e., CTO, vacation, etc.)  
 off on \_\_\_\_\_  
(Date)

#### AWR Information:

ASKING RELIEF	RANK	GIVING RELIEF	RANK	DATE	HOURS

SIGNED:

APPROVED:

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

**NOTE:** 56-Hour Employees -- this form is **ONLY** for sick leave and AWR requests.  
 40-Hour Employees – this form is for **ALL** leave requests.