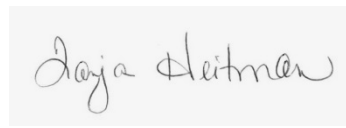


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Policy Statement on Use of Sick Leave



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Chief Probation Officer

- I. Sick leave hours are to be used for the employee’s illness, medical or dental appointments, or for immediate family member’s illness or death. Under no circumstances is sick leave to be used in lieu of or as vacation.
 - A. An employee off work due to their own injury or illness may use sick leave (timecard coded “SCK”).
 - B. As allowed by the department head, an employee may use up to a maximum of six days (48 hours) of accumulated personal sick leave (timecard coded “PSL”) when a member of their immediate family is seriously ill or injured and requires their presence. No more than six days per year is allowed for the injury/illness of any one member of the employee’s immediate family.
 - 1. “Immediate family” is defined as: husband, wife, domestic partner, parent, step-parent, brother, sister, child, step-child, grandparent, grandchild, mother-in-law and father-in-law of the employee.
 - 2. Once used, “PSL” is deleted from the employee’s sick leave balance. Subject to department head approval, an employee may exceed the six-day limit to care for an immediate family member who has a catastrophic or life-threatening illness as verified by a physician’s statement.
 - 3. Depending on the circumstances, an employee may use Paid Family Leave (PFL). There is no waiting period for PFL. A PFL claim form can be obtained from the Payroll Administrator or

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employees Supervisor with the medical packet. Once the leave request is completed, the employee will be placed on Family Medical Leave Act (FMLA) status.

4. Timesheet comments should be added identifying the relationship to the person which requires care, (Spouse, mother, child/#1 or child with name. The supervisor will monitor the personal sick leave usage.
- C. Upon approval of the department head, up to five days (40 hours) of accumulated "PSL" may also be used for absence from duty due to any, and each death in the immediate family.
- D. The employee is responsible for recording sick leave hours on their timecard and submitting the timecard at the end of the pay period. In the event the sick leave request is for a medical or dental appointment, pre-approval should be obtained from the Supervisor as soon as possible and time coded to "SCK". Sick time is only to be used for the appointment itself and any travel directly to and/or from the appointment if traveling from or back to work. In the event of a Worker's Compensation (WC) medical related appointment the timesheet would be coded as "OLV" with the appropriate WC case number in the comments section.
- E. An employee who is unable to report to work due to an illness or an illness in the immediate family will notify the immediate Supervisor or a designee as soon as possible prior to the work shift. Leaving a voicemail at the front desk or with a line staff is not appropriate under most circumstances. If the employee's immediate Supervisor or a designee is not available, the employee should go up the chain of command to provide notification through a person-to-person call, email or text. Supervisors receiving an electronic communication will respond to verify the e-message was received.

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- F. An employee who becomes ill during their assigned work hours will advise the Supervisor or a designee. Failure to inform the Supervisor or a designee prior to leaving may result in leave without pay for the hours not worked.

- II. The Department may require evidence in the form of a physician's note to document the reason for an employee's absence for any period when sick leave has been requested.
 - A. An employee who is away from work or anticipates being away from work for five (5) consecutive days or more due to illness or injury shall notify the Department, either their immediate Supervisor or their Department Payroll Administrator as specified in the notification process listed in Section I. E. above. The Supervisor or Department Payroll Administrator will give the employee a FMLA leave packet and the employee will be instructed to have their doctor submit the physician's note if one is not already available.

 - B. In instances where the employee is expected to be out for an extended period of time, some employees may be eligible for and begin State Disability Insurance (SDI).
 - 1. After seven (7) consecutive days leave, the employee may be placed on medical leave. At twelve (12) consecutive days, the employee must be placed on medical leave status, which will run concurrent with any FMLA leave entitlement. Other balances may be used to integrate with the leave to provide a partial supplement of income while in a leave status.

 - 2. All employees eligible for SDI benefits may apply with the State of California for approval following the date of their eligibility for SDI benefits, employees **must** apply for SDI when illness or injury causes them to miss work for more than twelve consecutive calendar day. A medical packet can be obtained from the Payroll Administrator or Supervisor. All forms should be returned to the Payroll Administrator.

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3. The Department Payroll Administrator will complete timesheet for those out on SDI and FMLA. If regular hours are reflected on the timesheet, the Supervisor will be required to approve the timesheet.

- C. For employees on leave and under the care of a physician, it is the employee's responsibility to ensure a current physician's note is on file with the Department for the period of leave. In addition to any other information provided by the physician, all notes will include either a return date or a reevaluation date and list any work restrictions ordered by the medical practitioner. Restriction information should be as specific as allowable, e.g. "no running," "no lifting more than 15 pounds," etc., rather than vague terms such as "light duty."

- D. At no time should an employee be on leave past the return or reevaluation date indicated on the physician's note. If the employee is not returning to work by the return or reevaluation date listed on the prior physician's note, the employee must contact their physician for an updated note. It is the employee's responsibility to submit updated notes in advance of the documented return date or no more than two days after a reevaluation date. All physician's notes must be submitted within two (2) days of receipt from the physician.

- E. For the duration of the leave, the Department Payroll Administrator will receive all physician's notes and provide the Supervisor and the Professional Standards Unit (PSU) Manager with leave and return dates and any work restrictions ordered by the medical practitioner. A Supervisor who is given a physician's note shall immediately forward it to the Department Payroll Administrator.

- F. Supervisors will monitor leave and medical reevaluation dates and remind employees to request that their doctors send current notes to the Department Payroll Administrator. Supervisors are not to call the doctor directly for a note.