

Policy Number: 07-010

# Lucas County Sheriff's Office Policy and Procedure



Approved by Sheriff:

*Michael J. Navarre*

Sheriff Michael J. Navarre

DATE FOR REVIEW:

Pages:

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SECTION: PERSONNEL

## SICK LEAVE

### I. PURPOSE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the County personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) and state law (29 USC § 2601 et seq.; ORC § 124.38 et seq.).

### II. POLICY

It is the policy of the Lucas County Sheriff's Office to provide eligible employees with a sick leave benefit.

### III. USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity, or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

Qualified appointments should be scheduled during an employee's non-working hours when it is reasonable to do so.

#### A. NOTIFICATION

All employees should notify the Sergeant or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts and enter the sick time in the VSC System. If, due to an emergency, an employee is unable to contact the supervisor, every effort should be made

to have a representative for the employee contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the employee shall, whenever possible and practicable, provide the Agency with no less than 30 days' notice of the impending absence.

Upon return to work, employees are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

#### **IV. EXTENDED ABSENCE**

Employees absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Employees on an extended absence shall, if possible, contact the personnel office at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes the personnel office from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

#### **V. PERSONNEL OFFICE RESPONSIBILITIES**

The responsibilities of supervisors include, but are not limited to:

1. The personnel office/supervisor will be monitoring and regularly reviewing the attendance of all personnel to ensure that the use of sick leave and absences is consistent with this policy.
2. The personnel office will determine whether an absence of four or more days may qualify as family medical leave.
3. The supervisor will address absences and sick leave use in the employee's performance evaluation when excessive or unusual use has:
  - a. Negatively affected the employee's performance or ability to complete assigned duties.
  - b. Negatively affected agency operations.
4. When appropriate, counseling employees regarding excessive absences and/or inappropriate use of sick leave.
5. Referring eligible employees to an available employee assistance program when appropriate.