

A. PURPOSE. To outline the control and use of sick leave

B. DEFINITIONS

1. *Sick Leave*. Compensation granted to employees for any absence that is due to illness or injury that is not related to Departmental responsibilities.
2. *Medical Substantiation*. A document, in writing from a physician, outlining the nature of the illness or injury, treatment rendered, the dates, in the opinion of the physician, that the employee was unable to work, and the name address, telephone number, and signature of the physician.

C. AUTHORIZED USE

1. Sick leave provides compensation to any employee during those occasions they are unable to work due to illness or injury. Other uses of sick leave are prohibited except as provided in the relevant Labor Agreement.
2. Sick leave may not be used for any absence related to injuries occurring during employment with the City of Grand Rapids. The State of Michigan Worker Compensation provisions are designed to protect employees in these circumstances, i.e., salary and medical expenses.

D. SPECIFIC RESPONSIBILITIES

1. Employees shall:
 - a. If assigned to a patrol unit or as a community policing specialist, notify the Watch Commander of their intended use of or return from sick leave usage at least thirty (30) minutes prior to the beginning of their scheduled work period.
 - b. If assigned to any other unit, notify their immediate supervisor or unit commander of their intended use of or return from sick leave usage at least 30 minutes prior to the beginning of their scheduled work period. They should contact the Watch Commander if unable to contact their unit commander.
 - c. Provide the following information to their supervisor or Watch Commander:

- (1) Reason for the sick leave request (personal sickness, family death, etc.)
 - (2) Where the employee can be contacted during the sick leave
 - (3) When the employee expects to return to work
- d. Notify court personnel if they will miss a scheduled court appearance (served subpoena) due to sick time usage.
 - e. Complete a “Request for Sick Leave” (Form 1114) and forward it to his or her supervisor or unit commander prior to or during their first tour of duty following sick leave occurrence. Failure to comply with this rule may result in denial of the sick leave request.
 - f. In cases of personal illness or injury, obtain medical substantiation from an approved health care provider upon the request of any supervisor or command officer, except as noted in section D.1.h. of this procedure.
 - g. Provide medical substantiation to the Office of the Chief of Police after six (6) unsubstantiated sick leave occasions are used within one calendar year or less. Medical substantiation shall be required for the next six (6) months or until relieved of this requirement by the Chief of Police. Medical substantiation must accompany the sick leave request before the employee is compensated for the sick leave used.
 - h. Obtain a signed “Authorization to Treat” form from his or her service area or unit commander or their designee after being absent for ten (10) or more working days. The employee shall then proceed to a City of Grand Rapids contract medical facility for a medical examination to determine fitness for duty. This includes absences due to injuries, in-patient or major surgery, or when directed by a unit or Watch Commander.
 - i. Obtain a medical clearance form from the examining medical personnel at the contract medical facility and attach it to the “Request for Sick Leave” form and forward it to the on duty Watch Commander or his or her unit commander immediately after returning to work in the aforementioned situations, i.e., section D.1.f. of this procedure.

2. Employees shall not:
 - a. Falsify any sick leave affidavit, i.e., Form 1114, or supporting documentation. Fraudulent use of sick leave is grounds for disciplinary action up to and including discharge from employment.
 - b. Work for any other employer while on sick leave.
3. The Watch Commander, if so notified, shall notify the employee's immediate supervisor or unit commander regarding the employee's sick leave use and return to work status at the earliest practical time.
4. Service Area or Unit Commanders shall:
 - a. Strictly supervise employee's sick leave use. Promptly interview any employee who exhibits an unusual pattern of sick leave use, is suspect of sick leave abuse, or has used six (6) occasions of unsubstantiated sick leave in a calendar year or less and submit a report outlining the content and result of the interview to the Office of Chief of Police.
 - b. Contact any employee absent on extended sick leave, i.e., more than one week, at least once a week to determine their medical condition and identify any needs that the Department may attend to and promptly forward a report to the Office of the Chief of Police outlining any such needs.
 - c. Promptly forward all "Request for Sick Leave" forms to the Support Services Division.
 - d. Complete the "Authorization to Treat" form for employees if section D.1.f. of this procedure applies.
 - e. Direct medical substantiation of sick leave for any employee when there is suspected abuse of sick leave, or a pattern of use that indicates possible abuse.
5. The Financial Services Office of the Support Services Division:
 - a. Shall review and process all "Request for Sick Leave" forms and:
 - (1) Permanently retain one (1) copy in the Financial Services Office.

- (2) Notify the appropriate service area or unit commander when an employee has reached (6) occasions of unsubstantiated sick leave within a calendar year.