

955 Attendance and Leave

955.7.1 EMPLOYEE RESPONSIBILITIES WHEN USING SICK LEAVE

- (a) Employees shall notify their immediate supervisor:
 - 1. Unless otherwise specified in the employee's Unit SOP, at least one (1) hour prior to the employee's work start time if the employee is going to be out sick; or
 - 2. If the employee becomes sick while on-duty to the extent the assignment must be terminated.
- (b) Employees who become sick during approved personal leave may change their personal leave to sick leave while ill. It is the responsibility of the employee to contact his immediate supervisor to have the changes made on the timesheet and *Leave Request Form*.
- (c) Employees shall contact APD HR to obtain information on employee rights, responsibilities, eligibility and qualifying conditions under the Family and Medical Leave Act (FMLA) when meeting the criteria outlined in the "General Leave Guidelines" section of this order.
- (d) Employees who have taken sick leave for 40 or more consecutive work hours for their own medical condition/injury are required to submit a completed *Medical Release to Return to Work, Off the Job Illness/ Injury Form* (PD0119) to their immediate supervisor and APD Risk Management (sworn).
- (e) If an employee has taken sick leave for five or more consecutive work days, for a non-qualifying FMLA event, to care for a family member who is ill or incapacitated they should submit a memorandum to their immediate supervisor upon returning to work.

955.7.2 SUPERVISOR RESPONSIBILITIES WHEN EMPLOYEES USE SICK LEAVE

- (a) Supervisors will notify the chain-of-command and APD HR when an employee:
 - 1. Has taken sick leave for three (3) consecutive work days and the reason is unknown or the reason indicates that the employee or employee's family member may be experiencing a serious health condition of themselves or a family member; or
 - 2. Has taken sick leave for 40 or more consecutive work hours; or
 - 3. Has an overnight stay in the hospital.

955.7.3 WHEN MEDICAL RELEASE TO RETURN TO WORK IS REQUIRED

An employee may be required to provide a completed *Medical Release to Return to Work Off the Job Illness or Injury Form* (PD0119) in either of the following situations:

- (a) Whenever an employee is out for ~~five or more consecutive work days~~ 40 or more consecutive work hours for their own health condition.
- (b) Anytime (regardless of length of absence) an employee has an injury/illness that requires medical treatment that would lead the employer (supervisor/manager) to believe the employee may have a serious medical situation such as when the employer becomes aware that:
 - 1. the employee was transported to the hospital,
 - 2. admitted into the hospital, or
 - 3. had surgery, whether in or out patient.
- (c) The employee may be required to submit the completed *Medical Release to Return to Work Off the Job Illness or Injury Form* (PD0119) prior to or upon return to work to one of the following
 - 1. immediate supervisor (Sworn) and
 - 2. APD HR (Civilians) or
 - 3. APD Risk Management (Sworn)
- (d) If the Medical Release to Return to Work Form indicates the employee may return to work in a Limited Duty capacity, the employee may be placed on Limited Duty as outlined in General Order 958 (Limited Duty, Extended Limited Duty, and Pregnancy).