

# PHOENIX FIRE DEPARTMENT

## VOLUME 1 – Operations Manual

### SICK LEAVE/EMERGENCY SICK LEAVE

MP103.02A 07/07 - R

Emergency sick leave is provided to allow a Fire Department member a reasonable amount of time off to cope with emergencies of a critical nature that affect a member of his/her immediate family.

#### **PURPOSE**

This procedure is intended to identify those situations which qualify for the use of emergency sick leave as outlined under Personnel Rule 15c2b.

For the purposes of this procedure, the **immediate family** shall include: Mother, Father, Husband, Wife, Child, Stepfather, Stepmother, Stepchild, Brother or Sister, of the family member. (A relative who has been a parent substitute to the employee may be considered as a substitute for Mother or Father in this definition.)

Sick leave is not intended for extended home care of family members, nor to take dependents to medical or dental examinations or other appointments of a non-emergency nature. The use of emergency sick leave, as outlined, is intended to be conservatively interpreted as limited to extreme illness situations where a life/death question exists, or where there is sudden illness or accident of a family member who is solely dependent upon the Fire Department member for care.

When a member needs to make arrangements for the home care of a family member or to cope with a minor or short-term emergency, a maximum of ten (10) hours of sick leave will be allowed. The use of accumulated vacation, compensatory time, or unpaid leave may be approved for the remainder of the time required to secure the situation. Usually, ten (10) hours will be charged to sick leave and vacation for the remainder of the shift.

The following are examples of emergency sick leave which qualify for a maximum of ten (10) hours use.

1. An immediate family member suffers sudden illness or injury, requiring home care and is mainly dependent upon the member for such care. Additional time required may be taken from vacation or compensatory time.

2. Time to take a pregnant family member to the hospital for a normal delivery. Additional time required may be taken from vacation or compensatory time credits.
3. A school notifies the employee that his/her sick child must be taken home.

Following are examples of major emergency situation which may qualify for the maximum use of emergency sick leave:

1. For the Fire Department member to be present during major surgery of a member of the immediate family member (to cover a reasonable time prior to and following the surgery).
2. A family member in critical condition - intensive care (life/death situation).
3. The attending physician requests the member to be present because of the critical condition of a family member.

The duration of major emergency sick leave shall be limited to the emergency situation and shall not exceed:

Five (5) working days plus two (2) days for out-of-state travel for 40-hour members

Three (3) shifts plus one (1) shift for out-of-state travel for 56- hour members

Additional time off may be obtained via emergency vacation, compensatory time, or unpaid "general leave," upon request by the member and approval of the Department.

The amount of time off allowed for emergency sick leave shall be governed by the circumstances. In some cases, written medical verification may be required before a supervisor will grant emergency sick leave. The supervisor is responsible for conducting whatever investigation may be necessary to ascertain the facts.