

PHOENIX FIRE DEPARTMENT

VOLUME 1 – Operations Manual

SICK LEAVE / 40-HOUR EMPLOYEES

MP103.02D 11/08 – R

PURPOSE

This procedure defines the individual responsibilities of Department Members, Section Heads, Fire Department Health Center and the Personnel Officer in the Management of Sick Leave for 40-hour personnel.

MEMBER RESPONSIBILITIES

A member who determines he/she is too ill to work will make notification to the Section Head (or designee) in the Section to which he/she is assigned. Notification of illness should be made as soon as it is determined the member will be on sick leave, but no later than 0800 the day the sick leave is to begin.

AT HOME RECUPERATION

A member on sick leave must remain at home in a recuperative manner. Time to consult with a physician or to obtain medicine will be allowed exception and other exceptions may be allowed with prior approval from the Section Head. A member shall not engage in other work or recreational activities while on sick leave.

RECUPERATION OTHER THAN AT HOME

A member who will be recuperating at a place other than his/her residence shall notify the Section Head (or designee) of their location and a phone number at which they can be reached.

FOLLOWUP

A member should be contacted by a Fire Department representative each scheduled work day s/he is on sick leave until notice of recovery is given. Contact may be through a phone call or personal visit. A member who cannot be contacted on two consecutive attempts will be required to complete the non-contact portion of the Report of Sick Leave (Form 90-18D, Rev 5/94.)

PROOF OF MEDICAL TREATMENT

Proof of medical treatment is required for all illnesses extending over a period of three (3) working days and may be required for any illness if requested by the Department. Proof of medical treatment shall be from the member's physician and not the City Doctor. After (5) sick leave occurrences in the previous 12 month period, the member may be counseled and, at the discretion of the Section Head, proof of medical treatment may be required for any future illnesses. Members who are on sick leave because of an off-duty injury that prohibits normal work performance may be required to report to a City physician for an evaluation of his or her ability to return to a light duty assignment. This may be in addition to proof of medical treatment from member's physician.

All medical treatment slips which are required shall be attached to Form PPMIS Leave Request (Form 60-32D) when the member signs in from sick leave.

SIGN IN PERIOD

On or before 0830 hours the day the member returns to work, s/he will report to the Section Head (or designee) and sign the required sick leave documents. A member who has been on sick leave must sign all required sick leave documents prior to taking any other type of leave.

SECTION HEAD RESPONSIBILITIES

Sick Leave Notification

When the Section Head (or their designee) is notified that a member is sick and will not be reporting for duty, the following process will be followed:

1. The PPMIS Leave Request (form 60-32D) will be initiated.
2. The Report of Sick Leave (form 90-18D) will be initiated at this time and attached to the PPMIS Leave Request (60-32D).

NOTE: The Report of Sick Leave form is not required for sick leave use of four (4) hours or less when used for examinations by a licensed physician, dentist, (or medical treatments prescribed by a licensed physician or dentist). When possible, these appointments should be arranged for off-duty time.

Contact of Members on Sick Leave

The Section Head (or designee) should contact each member of that Section who is on sick leave each scheduled work day that the member is off. Daily contact may be waived by the Section Head for the following reasons:

1. Member is on extended sick leave.
2. Member has an illness or injury which would make daily contact unnecessary.

3. Any reason which in the opinion of the Section Head is substantial enough to waive contact. In such cases, a short explanation shall be written on the report of sick leave form, 90-18D.

When in doubt, the Section Head (or designee) shall contact the member. Contact with the member will be recorded on the Report of Sick Leave form. If for any reason contact with the member cannot be made on two (2) consecutive attempts, the member will be required to complete the non-contact portion of the Report of Sick Leave form (90-18D, Rev 5/85).

Member's Returning From Sick Leave

When the member reports to the Section Head (or designee), the following action will be taken:

1. The PPMIS Leave Request (60-32D) and the Report of Sick Leave (90-18D) forms will be completed and signed by the member.
2. If member counseling is required, it may be extended at this time.
3. All required sick leave documents will be forwarded to the Section Head for approval or disapproval and then forwarded to Payroll.

NOTE: Sick Leave documents are: PPMIS Leave Request form, Report of Sick Leave form, and any required medical treatment slips.

Personnel Officer Responsibilities

The Personnel Officer will be responsible for the management of the Sick Leave Program, including quality control. The Personnel Officer will also be responsible for the following:

1. Final review/approval of sick leave documents.
2. The Extended Sick Leave Program (Thirty-plus consecutive days of leave).
3. Quality control sick leave documents.
4. Assisting the Section Head (or designee) with questions which may arise.

Fire Department Health Center

The Fire Department Health Center will be responsible for the Extended Sick Leave Program (thirty-plus consecutive days of leave).