

## MEDICAL LEAVE

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**PURPOSE:** To establish procedures for employees regarding any short term medical leave that renders an employee unable or incapable to perform all or part of their assigned duties.

**POLICY:** It is the policy of the Jacksonville Police Department to establish sick leave guidelines that will prevent employees from suffering loss of pay when they are not able to work due to an injury or illness, but in keeping with the vision and goals of the Department will allow provisions for the effective and efficient delivery of police services to the City of Jacksonville.

### **DEFINITIONS:**

- I. ABUSE OF SICK LEAVE: any pattern of sick leave usage that indicates an employee is failing to fulfill the obligations of their job or assignment.
- II. FAMILY MEDICAL LEAVE: leave granted or designated in accordance with the Family Medical Leave Act of 1993 (US Department of Labor Wage and Hour Division).
- III. SICK LEAVE: a paid benefit allowed employees when they are unable to work due to illness or injury.
- IV. PROBATIONARY EMPLOYEE: an employee who has not completed the required probationary period. No legal rights or privileges are conferred by the use of this term.

### **PROCEDURES:**

- I. SICK LEAVE ACCUMULATION AND FAMILY MEDICAL LEAVE
  - A. Sick leave accumulation will begin for all employees, uniformed and non-uniformed, after the employee has been employed with the Department for six (6) consecutive months.
  - B. Employees absent from work due to illness will continue to accrue sick leave while they are out.
  - C. A maximum of seven hundred twenty (720) hours of sick leave may be accumulated by an eight (8) hour employee (uniformed or non-uniformed). A maximum of one thousand eighty (1080) hours of sick leave may be accumulated by a twelve (12) hour employee (uniformed officers). Sick leave may not accumulate to more than ninety (90) duty days in any case.
  - D. An employee absent from work for reasons other than that employee's illness shall not apply that time off to sick leave, unless the employee is using family medical leave (FML). The Director of Human Resource will determine in each situation whether FML is applicable.
  - E. For additional information regarding sick leave, family medical leave, medical leave of absence, and procedure for reinstatement, see City Policies and Procedures Manual.
- II. USING SICK LEAVE
  - A. Sick leave may be taken when an illness or injury renders the employee unfit for work or an illness is of a nature that the employee's presence would expose other employees in the work place to a communicable disease.
  - B. Employees may use sick leave for necessary dental, medical, optical, and psychological appointments that cannot reasonably be scheduled during non-working hours of the employee.

An employee shall notify their Supervisor in writing or by email of the date and time of the appointment no less than five (5) days in advance, except in cases of emergency. The scheduling of such time off shall be subject to reasonable needs of the Department.

- C. An employee may use sick leave to cover personal health care appointments, illness, and/or injury. Employees who are absent more than one day in a work week due to illness or injury are required to submit a physician's statement to their Supervisor to verify their cause for absence. A copy of the medical provider's statement must be attached to the employee's payroll time sheet in the appropriate pay period. The physician's statement must include the date of appointment(s) and when the employee may return to work full-duty. If there are any limitations, see Policy 4-8: Light or Modified Duty.
- D. Employees who are unable to report for duty due to illness must contact their immediate Supervisor at least forty-five (45) minutes prior to the beginning of his assigned shift for duty.
- E. If the employee has taken more than three (3) consecutive days of sick leave due to a serious health condition, the employee shall refer and adhere to the City Policies and Procedures Manual. It is the employee's Supervisor's responsibility to see to it that the employee follows the guidelines stated therein.
- F. Any employee who becomes sick while at work to the extent the employee needs to leave work will immediately notify their immediate Supervisor or, if unavailable, the next person(s) in their chain of command to approve or disapprove the sick leave. When sick leave is disapproved, the employee's Supervisor(s), as soon as practical, will contact the employee and explain the reason for the denial.
  - 1. The employee will have the right to appeal through the chain of command, up to the Chief of Police.
  - 2. The conference with the employee will be documented on an Employee Action Form (JPD Form 7-9) and forwarded through the chain of command to the Chief of Police.

### III. EMPLOYEE SICK LEAVE FORM


Employees will complete a City of Jacksonville Request for Leave Form once approved for leave or, if under emergency circumstances, immediately upon their return to work after being off sick and attached to the time sheet for payroll purposes. If a pay period has already passed, the Supervisor shall ensure it is given to the Chief's Secretary, or his designee in order to ensure the employee is properly compensated for sick leave by the City.

### IV. EXTENDED PERIODS OF ILLNESS

- A. During extended periods of illness or injury, employees will provide written statements concerning their status at least every thirty (30) days or as often as directed in writing.
  - 1. Employees will refer to the City Policies and Procedures Manual if injury or illness qualifies under the FMLA;
  - 2. Refer to City Policies and Procedures Manual if injury occurred while working or as a result of work related activities;
  - 3. Refer to the Policy 4-8: Light or Modified Duty if applicable to employee's current status; and
  - 4. Should any extended illness period beyond FMLA and/or an employee's available leave, compliance the City's Policies and Procedures Manual will be required.
- B. Employees on FMLA (due to an illness affecting them), Worker's Compensation, and/or Light or Modified Duty must have a health care provider's release before returning to duty.

### IX. SICK/DISABILITY LEAVE BENEFIT

- A. Sick leave granted employees are considered a benefit intended to prevent employees from suffering loss of pay when they are temporarily unable to work due to an illness or injury.
- B. Sick leave is not time off due employees, but a benefit granted employees who are temporarily incapacitated and unable to perform the essential functions of their position or assignments. Employees will be paid for unused accumulated sick leave in accordance with the current City Policies and Procedures Manual.
- C. While receiving sick leave benefits from the City of Jacksonville, employees shall adhere to the following:
  - 1. During administrative business hours (8:00 am - 4:00 pm) the employee must remain accessible by the Department unless permission is granted in advance; and
  - 2. Employees will not engage in activities that prolong the injuries or illness.



Brett C. Hibbs  
Chief of Police