

# JACKSONVILLE POLICE DEPARTMENT

Policy: 4-9

Effective: 04-01-09

Revision: 04-19-19

## 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.