

	POLICY & PROCEDURE	SERIES # 636	PAGE 1 OF 2
	SICK LEAVE		EFFECTIVE DATE 11/28/2018
			OVERSIGHT Fiscal Management
	DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P # 636 dated 09/09/02.	

I. PURPOSE:

To provide guidelines for properly reporting the use of sick leave by utilizing the employee's proper chain of command.

II. POLICY:

It is the policy of the Hampton Police Division that it is the responsibility of each employee to report the use of sick leave to the employee's immediate supervisor, unless such reporting is impractical or impossible.

III. PROCEDURE:

A. ACCRUAL OF SICK LEAVE

Sick leave is a benefit granted to qualified employees in accordance with City Personnel Policy Chapter 7.

B. REQUESTS FOR SICK LEAVE

When a Division employee is calling in sick for their shift (work day) and it is not pre-approved, they will notify their immediate supervisor who will be responsible to make an entry into the KRONOS System that the employee is utilizing the requested number of sick leave hours. If the employee is requesting pre-approved sick leave, they will notify their supervisor and submit a TOR through the KRONOS System. This same procedure also applies to Family Medical Leave taken in accordance with FMLA guidelines in City Personnel Administrative Instruction 7.3.

C. UNPLANNED SICK LEAVE

Sick leave for illness, injury, exposure to contagious diseases, illness of a dependent member of the immediate family as defined in City Policy, or other circumstances which are not known in advance, shall be requested as soon as possible. Reporting should occur, as determined by the individual Unit Commander, prior to the start of the employee's shift.

APPROVED:
CHIEF OF POLICE



Employees will report sick leave directly to their first level supervisor if that supervisor is available or to succeeding higher level in the chain of command to insure official notification of absence. Under no circumstances will sick leave be reported to the Communications Section (except for employees of the communications section).

D. PLANNED SICK LEAVE

Sick leave for examinations, routine treatments, dental appointments, funerals, etc., that can be pre-arranged will be requested by the employee in advance.

E. MEDICAL CERTIFICATES

When there is reason to believe that an employee is abusing sick leave privileges, a medical certificate may, with approval of the Chief of Police, be required by a supervisor. This requirement shall be imposed only when the employee has been specifically informed of the requirement in advance.

F. RETURN FROM SICK LEAVE

Each employee will notify his/her first line supervisor upon returning from sick leave. Each employee will ensure that sick leave use is accounted for properly.

G. CALLING IN SICK FOR COURT

When sworn officers or civilian employees find it necessary to call in sick for court, the member will:

1. Contact the members' Unit Commander (or their designee) to report being sick.
2. Notify the Court Clerk's Office of each court that the member has cases scheduled for and advise them they are sick. Obtain the name of who the member talks with at each court (you must speak to a person).
3. Upon returning to work submit a Special Report stating why they could not be in court (including the type of illness). The report will detail the court(s) missed, cases set for that day, date missed, and disposition of cases. Include the name of the court clerk contacted.
4. The officer is also responsible to notify the City or Commonwealth Attorney's office if applicable.

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