7-01/010.15 Sickness

Sick time “S” may only be used when the employee is sick, injured, or has a medical/dental appointment. Sick time may be requested in advance for medical/dental appointments. Employees are encouraged to contact the Scheduling Sergeant before making appointments to determine if adequate relief is available on the date(s) requested.

Barring unforeseen circumstances, a supervisor shall be notified a minimum of two hours before the beginning of an employee’s shift when an employee is ill or injured, and cannot report for duty. Except in emergencies, employees shall personally make such notification, not a spouse, relative, or friend. Employees calling in due to illness, injury, or emergency must report the absence to a Sergeant or Lieutenant. At a supervisor’s discretion, employees may be required to provide a doctor’s note to excuse an absence based on illness.