

Unit Order: 09-001

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

ADMINISTRATIVE SERVICES DIVISION

FACILITIES PLANNING BUREAU

Unit Order: 09-001

Effective Date: 08/13/2009

Revision Date:

Subject:

Procedures for Unanticipated Absences (Sick Call-ins)

Reference:

MPP 3-01/02.75 Reports of Sickness, MPP 3-01/050.50 Absence, MPP 3-02/030 05 Routine Absences

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for reporting unanticipated absences.

SCOPE OF ORDER:

This order shall apply to all personnel.

ORDER:

Except when sickness or injury to himself or his immediate family keeps him from reporting for duty, a member

of the Facilities Planning Bureau shall be absent only with proper leave or permission.

A member unable to report for duty shall immediately report the fact and reasons for his absence to his direct supervisor. If his direct supervisor is unavailable, the member shall report the absence to any other supervisor within the Bureau holding the rank of Administrative Services Manager III or above. It is the responsibility of the absent member to continue calling the Bureau until contact is made with an appropriate supervisor.

The supervisor receiving notification of a member's absence shall document this information on the "Telephonic Notification" portion of the Absence Request report (SH-R-96). Verbal or e-mail notification of the member's absence shall then be made to the Bureau Director, Assistant Director, and the member's direct supervisor (if applicable).

Each supervisor shall determine the authenticity of sickness or injury reported by or on behalf of subordinates. He shall take steps to make a determination concerning the justification for the absence. The County Code provides that any employee who is absent due to sickness, injury, quarantine, or non-emergency medical or dental care may be required to furnish a doctor's certificate or other proof that his absence was due to such cause.
