

## **Unit Order: 17-005**

### **LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

#### **ADMINISTRATIVE SERVICES DIVISION**

#### **FACILITIES PLANNING BUREAU**

**Unit Order: 17-005**

**Effective Date: 11/20/17**

**Revision Date:**

**Subject:**

Procedures for Unanticipated Absences (Sick Call-ins)

**Reference:**

MPP 3-01/020.75 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:**

When an employee is unable to report for duty, he or she shall immediately report the fact and reasons for their

absences to the Bureau by calling the main office phone number, which is (323) 526-5194. They must provide the anticipated length of the absence, reason for the absence, and what type of leave they intend to use to cover their work hours. E-mail notification of the employee's absence shall then be made by the office staff to the Bureau Director, Assistant Director, and the employee's director supervisor.

Voice mail has been activated on the main line; in the event that the employee should call before the office opens at 6:30 AM, a message should be left to include the above-mentioned information. Once staff arrives at 6:30, they will check the messages and make the necessary notifications accordingly as indicated above.

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). 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 the absence was due to such cause.

Please note that this is a change in previous policy (Unit Order 09-001) of which the employee was instructed to speak directly to their manager or another supervisor in the Bureau. This did not allow for proper notification, specifically in the absence of the supervisor. Also, please note that text messages, emails, or calls to personal call phones are not acceptable.

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