Station Order 006 - Sick Call-in Ledger

To assess and monitor the use of sick time, a Personnel Sick Call-in Ledger will be maintained in the Watch Commander's office. Contained therein will be a page for each employee. This form calls for "Reason for Absence," "Day of Week," "Shift," and "Closest RDO." Its use will provide a record of sick calls, enabling supervisors to quickly recognize possible abuses.

At the time the Watch Commander makes out the Telephonic Notification Absence Request, he will enter the information in the ledger. At a glance, he can review that employee's record of sick calls and if the reason provided, or pattern, appears questionable, it can be brought to the employee's attention. Random verification will be made, including telephone and house calls, and, upon request, a doctor's statement.

Absence requests other than sick calls will not be included in this record.