TOLEDO FIRE & RESCUE DEPARTMENT

B-52 Sickness Or Injury

Non-Emergency Manual

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Policy/Procedure

1. Sickness or injury:

1. All sickness and injuries must be requested through Vector Scheduling. Sick Call Off requests must be a minimum of 4-hour time block up to 24 hours.

2. Injury time must be substantiated by a Statement of Attending Physician (SAP) from the Program Physician. Employees filing a Bureau of Workers Compensation claim must be seen by the Program Physician. Injury time shall be carried as sick time until approved by Human Resources. With regard to this policy, the Fire Administration and City of Toledo's Department of Human Resources shall not remove members who are without sick time from payroll prior to a review. Sick time shall not be used on vacation days or Kelly Days. Members who are off on long-term sick that carries over into the next year shall use unscheduled vacation time on a prorated basis each quarter. The Fire Administration shall contact Local 92 representatives when it becomes necessary to remove a member from payroll. Sick time shall be converted to injury time when appropriate documentation has been submitted to the Fire Administration. Conversion of sick time to injury time is subject to Human Resources approval. It is the responsibility of the individual member to ensure all policies and procedures regarding absence from duty due to sickness or injury are followed, and to insure all appropriate paper work is completed and forwarded to the Department's Health and Wellness Officer in charge of injuries in a timely manner.

3. In order for an injury to be covered under Workers' Compensation, the injury must have occurred while on-duty with the Department of Fire and Rescue and have had a causal relationship to the member's occupation. The member is not covered by Workers' Compensation unless he or she has received professional medical treatment. All injury time must be substantiated by a Statement of Attending Physician (SAP).

4. Any questions regarding Workers' Compensation should be addressed to the Department's Health and Wellness Officer in charge of injuries.

2. New On-Duty Injury:

1. When a member sustains an on-duty injury that requires medical treatment, he or she shall report to the Program Physician or an alternate, if necessary. If the employee is seen in a hospital emergency department, a follow up visit to the Program Physician shall be scheduled at the resumption of normal business hours. Employees filing a Bureau of Workers Compensation claim must be seen by the Program Physician. The Department's Health and Wellness Officer in charge of injuries shall be contacted to facilitate the process.

    - Company officers shall ensure the member's respective Battalion Chief and the Department's Safety Officer are notified of the member's injury. Company officers shall ensure an Employee Injury Report is completed by the injured member. If the member's injury is such that he or she is unable to complete the portion of the Injury Report for which they are responsible, the Company Officer shall complete the form. If the Company Officer cannot complete the Injury Report, the member's respective Battalion Chief or the Department's Safety Officer may complete the form on the employee's behalf.

    - Company Officers are responsible for the completion of Section II of the Injury Report. The Company Officer shall elaborate on the cause of injury. In the event the Company Officer is unable to complete Section II of the Employee Injury Report, a Battalion Chief or the Department's Safety Officer may fill out this section; however, the Company Officer must follow up via written communication explaining his or her knowledge of the accident.

    - If the member's injury is such that the member is unable to return to work, the employee's respective Battalion Chief shall notify the Toledo Fire and Rescue Department Health and Wellness Officer. The Company Officer shall note the details of the incident in the Company Journal and an Employee Injury Report shall be completed. Whether the injury happens during an incident or not at an incident the responsible officer shall complete an ESO NFIR report. At the least, the officer will contact fire dispatch and have them generate a CAD incident for the situation. Then complete the Basic and Casualty sections of the ESO NFIR report. If the incident required medical assistance or transport then an ESO EMS report is also to be completed. All on duty injuries require an investigation by the member's respective Battalion Chief or the Department's Safety Officer.

3. If an injury requires that the member remain off work, an SAP form authorizing such shall be completed and returned to the Department's Health and Wellness Officer in charge of injuries on or before the first business day after seeing the Program Physician. Injury time shall be carried as sick time until approved for conversion by the Department of Human Resources. Employees filing a Bureau of Workers Compensation claim must be seen by the Program Physician. Sick leave begins immediately and continues until the member is returned to work by the Program Physician. All injury time must be substantiated by a Statement of Attending Physician (SAP).

4. When a member sustains an injury that does not require time off, the member shall return to full duty. An SAP authorizing the return to duty must be completed and forwarded to the Department's Health and Wellness Officer in charge of injuries prior to the member's return to work. If, within

seven (7) calendar days, the member submits documentation (an SAP) from his or her personal physician placing him or her off work, sick leave will be allowed until a third party resolves the conflicting opinions between the Program Physician and the member's personal physician.

3. On-Duty Injury - Member Off-Duty:

1. When a member is unable to work due to a new on duty injury he or she shall use Vector Scheduling "Request Time Off" and choose "sick Call Off" and indicate in notes any pertinent information regarding their absence. If the employee has not yet done so, he or she shall be required to see the Program Physician or the alternate that day. Employees filing a Bureau of Workers Compensation claim must be seen by the Program Physician. Injury time shall be carried as sick time until approved by the Department of Human Resources. During normal business hours members shall contact the Department's Health and Wellness Officer in charge of injuries for direction. If a member is unable to contact the Department's Health and Wellness Officer in charge of injuries, the member shall utilize the voice mail system to leave a number where they can be reached.

2. If the member has not completed the necessary documentation concerning his or her injury, the member shall complete the Employee Injury Report and return it along with their SAP to the Department's Administrative Officer in charge of injuries on or before the first business day after seeing the Program Physician or their alternate. If the Program Physician or their alternate recommends time off or transitional work, the member shall provide the Health and Wellness Officer and the Senior Battalion Chief with this information upon receipt of the recommendation.

3. If the Program Physician or their alternate does not recommend time off, the member shall return to full duty. Should the member, within seven (7) calendar days, submit documentation from his or her personal physician placing him or herself off work or on transitional duty, the sick leave will be allowed until a third party resolves the conflicting opinions between the Program Physician and the member's personal physician.

4. Old On- Duty Injury Member off Duty:

1. When a member is unable to report for work due to an old on duty injury, the member shall use Vector Scheduling "Request Time Off" and choose "sick Call Off" and indicate in notes any pertinent information regarding his or her absence and shall be required to see the Program Physician or his or her alternate that day. If the employee must be seen in an emergency department, a follow up visit to the Program Physician should be scheduled at the resumption of normal business hours. Injury time will be carried as sick time until approved by the Department of Human Resources. During normal business hours, members shall contact the Department's Health and Wellness Officer in charge of injuries to facilitate the process. If a member is unable to contact the Department's Health and Wellness Officer in charge of injuries, he or she shall utilize the voice mail system to leave a number where they can be reached.

2. Whenever a member is off-duty due to an old injury, he or she are to be seen by the Program Physician and a new SAP form completed and forwarded to the Department's Health and Wellness Officer in charge of injuries. Any member reporting off-duty for an old injury will be carried as sick. If for any reason the Workers' Compensation claim is not approved, the time will remain charged as

sick time. Sick time shall be converted to injury time upon the approval of the Department of Human Resources. If aggravation of an old injury occurs 18 months after the original injury date, the employee shall also file a C-85 Form with the Department's Health and Wellness Officer in charge of injuries.

3. If sixty (60) days or more have been charged to the old injury, it is the member's responsibility to file an Injury Extension Request (see Leave of Absence). The Department's Health and Wellness Officer in charge of injuries will assist in the application process.

5. New Injury (No Medical Attention):

1. Members should be aware that the injury forms they initiate are the first step necessary in obtaining a Workers' Compensation number for the payment of professional services. Care should be taken to ensure that all facts are stated correctly and all questions are answered fully. Workers' Compensation forms must be completed within seven (7) calendar days or two (2) tours of the date of the injury. When the member sustains an injury and does not submit to evaluation by the Program Physician or his or her alternate within three (3) working days (Monday through Friday, excluding holidays), the member is not entitled to injury leave.

2. Whether or not the member seeks medical attention an ESO NFIR report shall be completed for all reported injuries. At the least, the officer will contact fire dispatch and have them generate a CAD incident for the situation. Then complete the Basic and Casualty sections of the ESO NFIR report.

6. Off-Duty Injury - Member off Duty:

1. When a member is unable to report for work due to an off-duty injury, the member shall use Vector Scheduling "Request Time Off" and choose "sick Call Off" and indicate in notes any pertinent information regarding his or her absence.

2. Any member reporting off-duty for an injury will be carried as sick. An off-duty injury is one that is directly related to an accident that has occurred to the member while off-duty and not related to Department duties. A Department Communication Form is to be completed by the employee stating the details of the injury. A physician's release may be required to return to work.

3. Time off resulting from an off-duty injury will immediately be charged to the member's personal time and will be calculated using CALENDAR DAYS. Personal time includes sick time, vacation time, and compensatory time. Sick time will be charged in accordance with the Collective Bargaining Agreement. Sick time may fall under the guise of the Family Medical Leave Act. Members should contact the Department's Health and Wellness Officer in charge of injuries for application.

7. Transitional Duty:

1. If the Program Physician or his or her alternate recommends that the member return to duty in a transitional capacity, it is the member's responsibility to report on the first business day after the injury, in uniform, to the Department's Health and Wellness Officer in charge of injuries with the SAP detailing their working capabilities or restrictions. Upon authorization of the Chief of the Department, the member shall be placed on a 40-hour workweek and shall be assigned duties conforming to those listed on the SAP form. Previously assigned vacation time occurring while a

member is assigned to transitional duty shall be taken as originally scheduled.

8. Reporting Personal or Family Illness:

1. When a member of the Department is unable to report for work due to a personal or family illness emergency, it shall be the member's responsibility, on or before the first day of absence, use Vector Scheduling “Request Time Off” and choose “sick Call Off” When a member of the department is unable to report for work due to personal or family illness, he or she shall use Vector Scheduling “Request Time Off” and choose “sick Call Off” each day he or she is unable to work. Exception to this is a completed SAP form on file with the Departments Health and Wellness Officer in charge of injuries. Notification shall be given at least one-half hour before the member is scheduled to begin work. In the event of serious illness and no access to the member’s Vector Scheduling account, another person may make the call the on-duty Battalion Chief on the member’s behalf, providing all pertinent information regarding the member’s absence.

2. When a member receives information from his or her physician that he or she has an injury or illness, which would impair his or her ability to perform the job as firefighter, he or she shall immediately notify the Fire Chief of such circumstances and confirm this information in writing.

3. After reporting for duty, should a member find it necessary to remove his or herself from duty due to personal illness or family emergency, the member shall inform his or her Company Officer of the facts and receive approval for leave. The Company Officer shall immediately inform the member’s respective Battalion Chief or, if unavailable, the Senior Battalion Chief. The Battalion Chief will record in Vector Scheduling the appropriate start of Sick Time Off.

9. Reporting Back to Duty:

- If a member is certain that he or she will return to work on a certain date, it would be advantageous for the member’s respective Battalion Chief to be informed of the expected return date in order to keep relief assignments to a minimum. Such early notification may also be made to the Department’s Health and Wellness Officer in charge of injuries, Senior Battalion Chief, or Chief Officer performing sick visitations.

- This information, if received by a company officer, shall be passed on to the member’s respective Battalion Chief, or any of the parties listed above. If a member is off-duty due to illness or injury that extends beyond two (2) consecutive tours, he or she must present documentation from his or her physician substantiating the illness to the Departments Officer in charge of injuries before the beginning of the next scheduled tour.

2. Members who have been returned to full duty shall not be permitted to schedule follow-up appointments associated with their illness or injury during regularly scheduled tours of duty.

10. Request for a Leave of Absence:

1. If sixty (60) days or more have been charged to a new injury, it is the member’s responsibility to file an Injury Extension Request (Leave of Absence Form). The Department’s Health and Wellness Officer in charge of injuries shall be contacted in order to assist in completing Injury Extension Requests or Leave of Absence forms and shall explain all procedures in connection there with.

2. Requests for Leave of Absence may be filed in 30-day increments only. If a member is expected to be off work for periods longer than the 30-day extension permits, additional Requests for Leave of Absence must be filed. The filing procedure is duplicated for each request. The member's previous ten (10) year's attendance record shall be attached to the request. An SAP supporting the requested time off shall also be attached to the request. The member must be a participant in the Bureau of Workers' Compensation Rehabilitation Program.

11. Visitation:

1. Members claiming they are ill or injured to the extent they cannot report for duty may be visited at home by a Chief Officer or a designee to confirm said disability, in accordance with the bargaining agreement between the City of Toledo and Toledo Firefighter's Local 92. A member found to be absent from his or her home while utilizing sick time to recover from a reported illness or injury may be subjected to the Department's disciplinary process for violation of Departmental Rule #8.

12. Abuse of Sick Time:

1. Sick pay shall be granted for illness or injury incurred as a result of outside employment. Sick pay is not to be granted to any member as a result of any action within the control of the member such as intentional self-inflicted wounds, injuries incurred as a result of drug use or alcohol abuse, injuries incurred while committing a felony, or injuries incurred during the commission of other criminal actions.

See Also:

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