TOLEDO FIRE & RESCUE DEPARTMENT

B-69 Unapproved Sick Time Usage

Non-Emergency Manual

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Purpose

To set forth the Toledo Fire and Rescue Department's statement of policy and procedure for handling those incidents where an employee utilizes sick time in excess of their accrued balance. Sick time shall refer to both personal and family sick usage. This policy is intended to help eliminate sick time abuse in an effort to maintain staffing levels.

Definitions

Accrued balance shall be defined as an employee's official accumulated sick time total.

Policy/Procedure

Within any consecutive twelve (12) month period that a member calls off and utilizes sick time he or she does not have available and has not been approved for Family Medical Leave Act (FMLA), unpaid furlough leave (AP#61), leave of absence, or approval from the Fire Chief or his or her designee, the following discipline shall take place:

- 1st Offense: Written Reprimand
- 2nd Offense: One (1) to three (3) day suspension
- 3rd Offense: Three (3) to nine (9) day suspension
- 4th Offense: Nine (9) to thirty (30) day suspension, a recommendation of demotion and/or recommendation for dismissal.

Should a Local 92 member call in sick when they have insufficient time in their sick leave bank to cover the duration of their sick leave, they shall not be subject to the progressive discipline enumerated in this policy provided a Statement of Attending Physician verifying their illness is submitted. Should such a member produce a Statement of Attending Physician, their illness shall be deemed excused and not

subject to disciplinary action.

It is the members responsibility to self-report to support services that they are calling in sick and going off payroll. They shall do this when requesting sick time. Request through VS, click the option that says “sick” and enter in the dates and times requested. If there is not enough sick time to cover the absence, the member must use the remaining sick time they have until their balance is zero. They will then have to enter a second request for time off in VS for the remaining time being requested off under “no sick time call off”.

All benefits associated with payroll shall be adjusted to reflect those not accumulated during off payroll status.

See Also:

Permanent link:
https://www.tfrdpolicies.com/dokuwiki/doku.php?id=b_manual:b69

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