



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Sick Leave		
<b>Policy Number:</b>	130	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	March 2010
<b>CFAI Reference:</b>	7A.3, 7C.1, 7E.2	<b>CAAS Reference:</b>	106.02.01
<b>Revision Summary:</b>	Created – March 2010 Formatted – May 2012		

### PURPOSE

The purpose of this policy is to provide systematic process for the reporting and use of sick leave. This policy shall also define the responsibilities of supervisors regarding sick leave.

### POLICY

Members of the Rogers Fire Department, including both sworn and non-sworn members, may utilize sick leave for medically-related absences from the fire department. A member who determines he/she is too ill to work shall make notification no later than 06:00hrs on the day the sick leave is to begin. When using sick leave for planned medical procedures, it shall be the responsibility of the member to notify their supervisor at least forty-eight (48) hours prior to the sick leave absence.

Notification of sick leave shall be made to the immediate supervisor. In addition, all members from the Field Operations Section shall make telephone notification to the Citywide Tour Commander at 479-644-5037. When calling in sick, be prepared to provide your name, reason for being sick, and a contact number where you can be reached. A member who has recovered sufficiently to return to duty is required to do so. Members returning during their assigned shift shall make telephone notification to the Citywide Tour Commander prior to returning to duty.

Members requesting sick leave for the illness of family can do so under the same regulations as self sickness.

### Recuperation

A member on sick leave must remain at home in a recuperative manner. Time to consult with a physician or to obtain medicine will be allowed, however members shall not engage in any other activity. Exceptions to this recuperation policy must be approved by the assigned Citywide Tour Commander. A member shall not

engage in other work or recreational activities while on sick leave. Exceptions to this may be made to members under leave falling under the FMLA.

Members should be contacted by their supervisor or Battalion Chief each duty day they utilize sick leave. Contact may be through a phone call or a personal visit. A member who cannot be contacted after two attempts will be subject to further inquiry upon their return.

### **Proof of Medical Treatment**

For Field Operations personnel, proof of medical treatment shall be required for any leave extending over two (2) shifts. For personnel assigned to a forty (40) hour work week, three (3) days of consecutive sick leave use will warrant proof of medical treatment. Proof of medical treatment shall be from the member's physician, at the member's expense.

Members shall complete the necessary Family Medical Leave Act forms if they have the potential to be absent five (5) shifts or more.

### **Contact of Members**

The Citywide Tour Commander (Battalion Chief) is responsible for the contact of members who are on sick leave for the shift. Daily contact of members on sick leave may be waived for the following reasons:

1. Member is on FMLA leave
2. Member has an illness or injury that would make contact unnecessary
3. Any reason which in the opinion of the Battalion Chief is substantial enough to waive contact

### **Battalion Chief Responsibilities**

The Citywide Tour Commander (Battalion Chief) shall denote the absence of any personnel for sick leave reasons and ensure contact of the members each duty shift. They shall also receive all calls from members not reporting to work and utilizing sick leave.