

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations Manual**

### **SICK LEAVE/56 HOUR MEMBERS**

**MP103.02 04/06 - R**

#### **PURPOSE**

This procedure defines the responsibilities of Department members, Battalion Chiefs, South Shift Commanders, Fire Department Health Center, and the Personnel Officer in the management of sick leave for 56-hour members.

#### **MEMBER RESPONSIBILITIES**

A MEMBER WHO DETERMINES HE/SHE IS TOO ILL TO WORK SHALL MAKE NOTIFICATION NO LATER THAN 0600 HOURS ON THE DAY THE SICK LEAVE IS TO BEGIN.

Notification of illness shall be made in person by telephone to South Deputy sick line 262-SICK (7425) any time. Sick leave call-in on a day prior to the member's scheduled workday can be made in person by telephone to South Deputy sick line, 262-SICK (7425). When calling in sick, be prepared to give your Battalion/District, your name, your reason for being sick, and a contact number where you can be reached.

A member who has recovered sufficiently to return to duty shall make notification NO LATER than 0600 hours on his/her duty day. Notification of return from sick leave shall be made in person by telephone to South Deputy sick line 262-SICK (7425).

For members returning from sick leave, notification can shall be made in person by telephone to South Deputy sick line 262-SICK (7425) anytime prior to the day the member will return to work. Notification left on the recorder is acceptable.

Occasionally members may recover sufficiently to return to full duty sometime during their assigned shift. In such instances, the member should notify the South Deputy Chief/Shift Commander (262-7425) at which time the member will be assigned to a station for the remainder of the shift.

#### **At Home 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. Other exceptions may be allowed with prior approval from their Battalion Chief. A member shall not engage in other work or recreational activities while on sick leave; however, documented therapy treatments prescribed by a physician will be allowed.

## Follow-Up

A member should be contacted by a Fire Department representative each duty day while on sick leave until notice of recovery is given. Contact may be through a phone call or a personal visit. A member who cannot be contacted on two consecutive attempts will be required to complete a sick leave non-contact memo upon return to duty.

## Proof of Medical Treatment

Proof of medical treatment shall be required for any leave extending over (2) shifts (48 hours). Such proof shall indicate type of illness and days of leave. Proof of medical treatment shall be from the member's physician, at the member's expense, and not the Health Center Physician. Unauthorized visits to the Health Center Physician for such proof of treatment will result in the member being charged for the service. After (6) sick leave occurrences in the previous 12-month period, the member may be counseled and, at the discretion of the Battalion Chief, proof of medical treatment may be required for any future illnesses. Members who are on sick leave because of an off duty injury that prohibits normal work performance may be required to report to a Health Center physician for an evaluation of his/her ability to return to an alternate-duty assignment. This will be in addition to proof of prior medical treatment from his/her physician.

Occurrence shall be defined as any sick leave time over 4 hours, that is used consecutively, prior to returning to work, i.e., member goes home sick from the middle of the shift; then takes the following two shifts off. This would be one (1) occurrence and would require a doctor slip.

All medical treatment slips which are required shall be attached to the Leave Request Form # 60-32D when the member signs in from sick leave.

## Signature Requirements

**MEMBERS WHO ARE REQUIRED TO PROVIDE MEDICAL TREATMENT SLIPS, WILL BE REQUIRED TO SIGN THE NECESSARY SICK LEAVE DOCUMENTS AT THEIR DISTRICT OFFICE NO MORE THAN 2 SHIFTS AFTER THEIR RETURN TO DUTY.**

## Rovers

Rovers will be assigned to a specific District. All sick leave documents pertaining to rovers will be processed at their assigned District Office. Assigned District Headquarters refers to the specific District to which the rover has been assigned and not necessarily the District in which they last worked.

## **BATTALION CHIEF'S RESPONSIBILITIES**

### Sick Leave Notification

When the TeleStaff program indicates that a member is sick and will not be reporting to duty, the District Secretary will:

1. Initiate the Leave Request Form (60-32D). The Payroll Clerk will be notified immediately if leave is anticipated to exceed two consecutive shifts.

2. On the third consecutive shift the District Secretary will initiate the Report of Sick Leave (90-18D) and attach it to the Leave Request Form (60-32D). This form will be filled out for ALL sick leave occurrences except as noted below. All use of sick leave will count as an occurrence regardless as to the length of time off, except when sick leave is used as described below.
3. Leave slips will be processed and forwarded to payroll each pay period, even if the employee is still on sick leave. Sick leave slips should not be held at the District longer than one pay period.

NOTE: When sick leave of 4 hours or less is used for examinations by a licensed physician or dentist, or medical treatments prescribed by a licensed physician or dentist, the Report of Sick Leave (90-18D) is not required. When possible, these appointments should be arranged for off duty time.

NOTE: When a member has a Documented Chronic Illness, (documentation from a licensed physician on file with the Payroll Office), the accumulated time the member is off for this illness counts as only one occurrence. This will be documented in TeleStaff. The documentation must be updated yearly and is maintained in the Administrative Personnel file.

#### Members Returning From Sick Leave

When the South Deputy receives notification that a member will be returning from sick leave, TeleStaff will reflect this and the following action will be taken:

The Leave Request Form (60-32D) and the Report of Sick Leave Form (90-18D) will be reviewed for final completion.

1. The member's medical calendar (form 90-65D) will be updated.
2. All required sick leave documents will be signed, recommending approval or denial, and forwarded to the Payroll Clerk.

#### Contact of Members on Sick Leave

Battalion Chiefs are responsible for the contact of each member of the Battalion who is on sick leave each duty day that the member is off. Daily contact of members on sick leave may be waived for the following reasons:

1. Member is on extended sick leave.
2. Member has an illness or injury which would make daily contact unnecessary.
3. Any reason which in the opinion of the Battalion Chief is substantial enough to waive contact. In such cases, a short explanation shall be written on Report of Sick Leave form (90-18D).

#### **SOUTH SHIFT COMMANDER RESPONSIBILITIES**

The South Deputy will be responsible for managing sick leave notification. The South Deputy will receive calls from members who will not be reporting to work due to illness or injury, and notification

from members who will be reporting back to duty from sick leave. Members who will not be reporting to work will be documented into Telestaff.

When the South Deputy or designee receives notification from a member that will be going on (or returning from) sick leave, the member's name, type of illness, shift, and District will be recorded on the Sick Leave Status Sheet. This information will be entered into TeleStaff.

### **PERSONNEL OFFICER'S RESPONSIBILITIES**

The Personnel Officer will be responsible for the management of the Sick Leave Program including quality control.

The Personnel Officer will also be responsible for:

1. Final review/approval of sick leave documents.
2. Quality control of sick leave documents.
3. Assisting the Battalion Chiefs with questions that arise.

### **FIRE DEPARTMENT HEALTH CENTER RESPONSIBILITIES**

1. The Extended Sick Leave Program.