

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations Manual**

### **EXTENDED SICK LEAVE**

#### **MP103.02C 01/04 – R**

A Department member who has been off work on extended sick leave (30 calendar days) may be required to submit to a medical examination by the Fire Department Health Center Physician.

Such an examination shall be made immediately following a period of thirty (30) calendar days of sick leave and within five (5) days after receipt of a letter from the Fire Department Health Center requesting the examination.

The member shall request his/her treating physician to complete the medical evaluation form provided and return it to the Fire Department Health Center within five (5) working days.

It will be the member's responsibility to notify the Fire Department Health Center by telephone within three (3) days after the examination if:

1. The member will be off for another thirty (30) days sick leave.
2. The member is scheduled to see a different physician.
3. The member will be released to regular duty or to a light duty assignment within fourteen (14) days time following the required medical examination.

Additional medical examinations shall be made at thirty (30) day intervals as long as the member is on sick leave, unless otherwise directed by the Health Center Physician.

A Department member who has been on extended sick leave due to an injury or surgical procedure will be required to submit to a medical evaluation by the Health Center Physician prior to returning to regular duty or to a light duty assignment. The member will provide the Health Center Physician with release from his/her treating physician when reporting for such a medical evaluation.