

The Woodlands Fire Department Operational Guidelines

A-13 – SICK LEAVE

1.0 PURPOSE

- 1.1 To provide a fair and consistent basis to protect eligible Employees against loss of earnings while absent from work due to personal illness or injury, or illness or injury of an Employee's spouse, child, or parent (family member)
- 1.2 To protect the Company against any potential losses incurred as a result of improper use of sick time by the Employee.

2.0 SCOPE

This guideline will be used when an Employee requires the use of sick leave as defined in the Labor Agreement. Absences from work to attend to personal situations of Employees and/or immediate family members may also be eligible for sick leave. It shall be the Employee's responsibility to contact, by telephone, the on-duty Battalion Chief of their absence.

3.0 PROCEDURE

- 3.1 The Employee, upon knowledge of their impending absence from duty, will contact the on-duty Battalion Chief any time prior to 0615 hours the day of their assigned shift.
- 3.2 The Employee will also contact the on-duty Battalion Chief the day of their absence no later than 1200 hours.
- 3.3 Should an Employee be off on sick leave two (2) consecutive shifts, the Employee will furnish a physician's return to work release document. The Employee's Battalion Chief will notify Human Resources of the Employee's two (2) consecutive absences. Human Resources will then contact the Employee and communicate the benefits available to the Employee as a result of the absences.
- 3.4 The Battalion Chief has the authority to request a physician's office visit document if the use of sick time is in question. The Employee will present the document upon their return to work.
- 3.5 The Employee may convert holiday or vacation time to sick time through Human Resources, after approval by the Deputy Chief - Operations.