

EL DORADO COUNTY FIRE PROTECTION DISTRICT

POLICY TITLE: Sick Leave

POLICY NUMBER: 2040

2040.10

This policy shall apply to full time employees in all classifications.

2040.20

Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the Supervisor.

2040.30

Sick leave is not a privilege that an employee may use at his/her discretion, but shall be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

2040.31

Immediate family shall be identified as: spouse, parent, child, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandchildren, grand-parents, or a close relative residing in the household of the employee.

2040.40

In order to receive compensation while on sick leave, "Duty Personnel" shall notify his/her Battalion Chief no later than 0645 hours. This facilitates scheduling and possible work assignment changes, or as soon as practical thereafter. "Admin. Personnel" shall notify the Office Manager or Battalion 1 prior to 0730 hours.

2040.50

All full time employees shall be eligible for sick leave six months after their date of hire.

2040.60

56-hour employees shall earn 7.4 hours of sick leave per pay period; 40-hour employees shall earn 4.0 hours of sick leave per pay period.

2040.70

56-hour employees shall have an "unlimited accumulation" of sick leave. Any "safety personnel" using three shifts or less of sick leave during the calendar year is to be credited with one additional vacation shift the following year. (Standard Operating Procedure 2.19.3.2.) 40-hour employees shall have an unlimited

accumulation of sick leave. There shall be an unlimited accumulation of sick leave. Upon retirement, the employee shall have the option to convert the sick leave toward years of service, pursuant to the District's contract with the Public Employees' Retirement System.

2040.80

A doctor's statement of illness will be required after (3) eight-hour shifts for 40-hour personnel and after (3) twenty-four hour shifts for 56-hour personnel.

2040.81

The employee, at the discretion of the Fire Chief or designee, may perform light duty at the stations if able to do so in lieu of use of sick leave. This will require written permission from the physician.

2040.82

Employees who have exhausted their sick leave may use vacation leave instead.

2040.83

Employees who have exhausted both accumulated sick and vacation leave, may request advance sick leave in cases of prolonged illness or incapacitation that prevents them from performing their duties. A doctor's verification will be required. **The District Board of Directors may advance one year of sick leave.** Each case will be judged on its own merits. Should the employee that has drawn advanced sick leave cease to be an employee of the District, reimbursement for advance sick leave to the District will be made through payroll deduction.

2040.90

Should an employee develop an apparent pattern in use of sick leave to extend normal days off or other abuses of sick leave, the matter will be investigated further and could result in disciplinary action. Each case will be evaluated on its own merit.

2040.91

Accumulated sick leave shall not be reimbursed when either the employee or the District terminates service.