

A top-down view of a desk with a magnifying glass, a yellow sticky note, and various office supplies. The magnifying glass is on the left, with a wooden handle and a brass frame. The yellow sticky note is in the center, with the words "SICK LEAVE" written in bold, black, typewriter-style font. To the right of the sticky note are several office supplies: a red pencil, a green pencil, an orange pencil, a light blue paperclip, and a light blue binder clip. The background is a plain, light gray surface.

**SICK  
LEAVE**

# Identifying and Managing Sick Leave Balances

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# Objective

Define  
Sick Leave

Sick Leave  
Policy

Managing Sick  
Leave

Sick Leave  
Orders



# Sick Leave

**Paid leave, earned and granted to an eligible employee for absences from work due to medical or dental reasons; relating to themselves or their immediate family member.**

- **Personal Illness or Injury**
- **Routine Medical and Dental Care**
- **Prenatal/Postnatal Care**
- **Includes Reasonable Travel Time**



# Immediate Family Member

- Husband, wife, domestic partner, child, stepchild, grandchild, brother, stepbrother, sister, stepsister, parent, guardian, stepparent, foster parent, or grandparent
- OR who has served as a parent, OR any other person living in the same household as the employee



# California Law Regarding Sick Leave

Time provided to employees to take time-off of work to care for a family member. This allows employees to use up to half of their sick leave for specific family members as defined by California law.

Supervisors cannot ask for a Dr.'s note within the first 52 or 56 hours of used PAID Sick Leave in a calendar year.

- **SWORN:** 56 Hours of PAID Sick Leave
- **PROFESSIONAL:** 52 Hours of PAID Sick Leave

\*The 52 or 56 hours reset each January 1<sup>st</sup>



# California Awards Parental Leave

## School Related Activities

- Find or enroll a child in a school or licensed daycare program
- Behavioral/Discipline Problems, Unexpected closure
  - Maximum of 8 hours in a month (except for emergencies)
  - Maximum 40 hours a year
    - Vacation, Comp Time hours to be used
    - Not Sick Leave

\*Reasonable prior notice to employer is required

A man in a dark suit and tie is sitting at a table, looking at a tablet computer. A woman in a white shirt is sitting next to him, also looking at the tablet. They appear to be in a professional setting, possibly a meeting or a training session. The background is bright and out of focus, suggesting an office environment with large windows.

# Managing Unexcused Absences

- **Be Proactive**
- **Be Consistent**
- **Communicate Expectations**
- **Offer Resources**
  - **FML**
  - **Counseling Team (TCTI)**
  - **Employee Assistant Program (EAP)**
- **Document**
  - **Log Event**
  - **Employee Performance Appraisal (EPR)**



# Protocol for reporting absences

- Who should they call?
- Should they text, leave a message, or speak to a supervisor?
- What time should they call in?

## As a reminder...

Employee states general reason of call out:

- Personal Illness
- Family Illness
- COVID
- Work Relate Injury

**\*Remember do not ask about their illness\***





# Identifying Unexcused Absences

**Over** the 52hrs (Pro-Staff) or 56hrs (Sworn Staff) of Paid Sick Leave

## Pattern of Sick Leave Abuse

- To extend weekends/holidays
- Use of sick leave on same day of the week
- Arriving late/Leaving early



# NOW WHAT?

## You've been

- Proactive
- Consistent
- Engaged in dialogue
- Communicated expectations
- Offered FML/ Resources

...and the employee continues to call in sick





# Sick Leave Order

- Ordered to perform the duties and responsibilities of the assignment according to Department standards.
- Ordered to be at work on time and leave at the required hour.
- Ordered to not use any other leave balances in lieu of your sick time balances without the approval of the Captain. A written request must be submitted to the Captain if you wish to use other leave balances in lieu of your sick time. The Captain may grant your request but is under no obligation to do so.



# Non-Compliance of Sick Leave Order



**NON-COMPLIANCE**

- If the employee does not comply with the Sick Leave Order, **do not lengthen the order**
- Contact Employee Relations
- May be referred to Internal Affairs for investigation and proceed with possible disciplinary action