

Sick Leave

1411.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual of sick leave for eligible employees is detailed in the county personnel manual, applicable employment agreement or Office policy.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA).

1411.2 POLICY

It is the policy of the Montgomery County Sheriff's Office to provide eligible employees with a sick leave benefit that provides time off for personal or family illness.

1411.3 USE OF SICK LEAVE

Sick leave is intended to be used for absences caused by illness, injury, temporary disability (including pregnancy/maternity), or for medical, dental or vision exams or medical treatment of the employee or the employee's immediate family when it is not possible to schedule such appointments during non-working hours. Members who do not have compensated leave benefits may be eligible for unpaid leave.

Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick-leave benefits, or both. Employees on sick leave shall not engage in other employment or self-employment, or participate in any sport, hobby, recreational or other activity that may impede recovery from the injury or illness.

1411.3.1 NOTIFICATION

All members should notify their supervisor as soon as they are aware that they will not be able to report to work. At a minimum, members shall make such notification no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible, provide the Office with no less than 30-days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

Montgomery County Sheriff's Office

Policy Manual

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1411.4 EXTENDED ABSENCE

Members absent from duty in excess of three consecutive days may be required to furnish a statement from their physicians supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a physician's statement for an absence of three or fewer days.

1411.5 DIVISION DIRECTORS RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences are consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with the Human Resources Department as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
 - 1. Negatively affected the member's performance or ability to complete assigned duties.
 - 2. Negatively affected office operations.
- (d) When appropriate, counseling members regarding excessive absences and/or use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.