



Approved:
Chief Marcia Harnden

Subject:

862. Sick Leave

Effective:
September 20, 2017

Revised:
October 16, 2023

CALEA Standards: 22.1.2

Page:
1

862.1: PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable collective bargaining agreement ([ORS 653.606](#); [ORS 653.611](#)).

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), the Oregon Family Leave Act (OFLA), and the Oregon Paid Family Medical Leave (PFML) or leave related to protections because of domestic violence, harassment, sexual assault or stalking ([29 USC § 2601](#) et seq.; [ORS 659A.150 et seq.](#); [ORS 659A.270 et seq.](#)).

862.2: POLICY

It is the policy of the Albany Police Department to provide eligible employees with a sick leave benefit.

862.3: USE OF SICK LEAVE

- a. Sick leave is intended to be used for qualified absences ([ORS 653.616](#); OAR 839-007-0020).
- b. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.
- c. Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the [Outside Employment: Policy HR-ER-07-001](#)).

862.3.1: NOTIFICATION

- a. Members needing to call in sick shall follow this procedure:
- 1) Employees should make reasonable effort to contact their supervisor, the On-Duty Watch Supervisor, or Field Supervisor and advise of their pending absence as soon as reasonable prior to the employee's regularly scheduled start time.
 - A. Patrol or communication center personnel shall voice call for sick leave notification; utilizing text or email is not an authorized notification method.
 - B. All other department employees may call or text their supervisor for sick leave notification.
 - 2) If the notification is not acknowledged by either the member's supervisor or the on-duty Watch Supervisor or Field Supervisor within 30 minutes (in the event the member is unable to speak directly to the supervisor), then the member shall call in to the Communications Center to advise of the absence. The Communications Center shall then notify the on-duty Watch Supervisor or Field Supervisor.
 - A. If the reason for sick time is unforeseeable, such as an emergency, accident, or sudden illness, the employee shall provide notice before the start of the employee's shift or, when circumstances prevent the employee from providing notice before the start of the employee's shift, as soon as is practical (ORS 653.621; OAR 839-007-0040).
 - 3) In all cases, whether and when an employee can practically provide notice depends upon the individual facts and circumstances of the situation.
- b. When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member should notify their supervisor at the time the need becomes known.
- 1) The member shall make a reasonable attempt to schedule the use of sick time so that it does not disrupt the operations of the Department ([ORS 653.621](#); [OAR 839-007-0040](#)).
- c. 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.

862.4: SUPERVISOR RESPONSIBILITIES

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 is 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 legal counsel or the Human Resources Director 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 Department operations.
- d. When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- e. Referring eligible members to an available employee assistance program when appropriate.
- f. Patrol supervisors shall follow the call out procedure in [Patrol Function: Policy 0220, Section 220.8](#), when patrol staffing is below the minimum staffing level.

862.5: EXTENDED ABSENCE

- a. Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work ([ORS 653.626](#); [OAR 839-007-0045](#)).
- b. 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.
- c. Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days ([ORS 653.626](#); [OAR 839-007-0045](#)).

862.6: REQUIRED NOTICES

The Human Resources Director shall ensure that each employee is provided written notice of the following ([ORS 653.631](#); [OAR 839-007-0050](#)):

- a. Accrued and unused sick time available at least quarterly.
- b. The sick leave provisions of the Oregon sick leave law as provided in [ORS 653.601 et seq.](#)