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	Issued By: Interim Chief Aimee Metzer	CALEA Standards 	
Effective: 02/01/2002	Updated: 01/22/2016		
Last Reviewed: 09/16/2023			22.2.1

I. PURPOSE

The purpose of this order is to establish policy and procedure for handling requests for sick leave.

- A. City HR Policy and Procedure 4.4, "Sick Leave", governs sick time for all City employees unless otherwise covered through a Collective Bargaining Agreement (CBA).
- B. City HR Policies and Procedures are available electronically on the City's intranet.



II. DEFINITION

Sick leave is paid time granted to employees to provide some protection against the loss of earnings due to absences for reasons of illness or medical conditions of oneself or one's immediate family member.



III. POLICY

It is the policy of the City of Ann Arbor to assist all regular full-time and part-time employees against loss of earnings due to illness, injury, or incapacity to work including illness or incapacity to work due to pregnancy, and to provide time off to employees in the event of serious illness of immediate family members.

- A. Unless defined otherwise in a CBA, Immediate family shall be deemed to include:
 - 1. Spouse, domestic partner
 - 2. Children, stepchildren
 - 3. Parents, stepparents, foster parents and parents of spouse or domestic partner
 - 4. Sibling
 - 5. Other members of the family who reside within the home of the employee
- B. All employees who are unable to report to work for a reason covered under this policy will notify the duty command officer at the station via the duty command line, as soon as they know that they will be unable to work, but at least one **(1) hour** prior to their scheduled start time for the day.

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1. An employee must notify their supervisor on each day of absence unless other arrangements have been made.
 2. Sick leave of greater than three days duration shall be subject to the provisions of the Family and Medical Leave Act and the City's Family and Medical Leave Policy ([HR Policy #4.5](#)).
- C. It is the responsibility of the duty command officer to speak to each person notifying the department of his/her intention to be placed on sick leave. In the event the on-duty command officer is temporarily unavailable, the person receiving the call will:
1. Make a notation of the person's call and advise the caller that the command officer is unavailable and will return the call as soon as possible.
 2. Make a notation of the telephone number of the person calling.
- D. The section supervisor or the on-duty command officer, after speaking to the person requesting sick leave, will enter the sick time into Telestaff.
- E. Sick leave is authorized for routine doctor or dental appointments for nonunion personnel and for employees whose contract permits. Other employees may use sick time for doctor or dental appointments that require immediate attention. Immediate attention is defined as the next available appointment.
- F. All employees who are unable to report to work because of a work-related injury or illness will notify the duty command officer.
1. The supervisor will enter the sick time into Telestaff and enter the phone number provided by the employee.
 2. The supervisor will enter the time into Telestaff in this manner each workday until notified that the employee is on worker's compensation.
- G. Employees scheduled to work an overtime assignment who desire to be placed on sick leave will follow the notification procedure in paragraph B.
- IV. ABUSE AND PREVENTION OF ABUSE OF NON FMLA SICK LEAVE
- A. Reasonable suspicion that an employee may be abusing sick leave may result



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from observed suspicious activity (conducting normal activities elsewhere) such as being seen at or in a sports activity, shopping, etc. on a day when the employee called in sick; or may be found if a monthly review of sick leave usage reveals:



1. A pattern of use which results in extending scheduled days off, vacation or holidays.
 2. A pattern of using sick leave on the same days of the week or following pay days.
 3. A pattern of excessive sick leave used over an extended period, e.g., "earn and burn" (use at such a rate as to never accumulate a significant balance).
 4. An impact of the employee's absences on the workplace. (e.g., disruption in work schedules, overtime costs, incomplete projects).
- B. In order to prevent the abuse of sick leave, supervisors should periodically analyze attendance records for evidence of possible abuse (e.g., patterns of absences on Friday/Mondays, seasonal absences, absences when a vacation request has been denied).

When there is evidence that abuse has occurred, depending on the severity of the abuse, the supervisor's options include but are not limited to:

1. Counseling the employee. In cases of mild abuse, counsel the employee on his/her use of sick leave in person and document the meeting on their current evaluation worksheet.
2. Requiring the employee to provide doctor's statements for a fixed duration to verify legitimate use of sick leave. Please be advised that the employee needs to be given a Proof of Illness warning at the time a supervisor makes such a requirement.
3. An employee who has been counseled or placed on Proof of Illness as to the proper management of sick leave will be given a reasonable time, which will normally be not less than two (2) months, to correct the abuse.
4. Require an employee to have an independent medical examination by a city provided physician. Fees will be paid by the employer.

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- a. The supervisor will see that the doctor's report is forwarded to the employee's division commander and the City Employee Benefits Supervisor, along with a memo explaining the reasons for suspecting sick leave abuse and any recommended actions to be taken.
 - b. The order for medical treatment must also be included.
- C. Employees are responsible for knowing the amount of sick time available for their use. An employee's electronic payroll stub will list the sick time used and/or available.
 1. An employee who calls in sick and is subsequently taken off the payroll because of a lack of sick leave is subject to discipline.
 2. The employee's supervisor, upon notification from payroll of the sick leave shortage, shall review the nature of the sick call and the employee's use of available sick leave.
 3. Employees who have exhausted their sick leave may request the Chief of Police to approve the use of other accumulated time as paid sick leave.
 - a. The contracts and City Personnel Rules grant the Chief the discretion to approve the use of other accumulated time in cases of sickness, injury or disability. The intent of the language is to provide for continuing paid sick leave during extended sickness, injury or disability.
 - b. Employees who repeatedly exhaust accumulated sick leave and are taken off the payroll will not be granted transfer of accumulated leave by the Chief of Police.
- D. Any sick calls from School Crossing Guards or calls indicating they will not be on their assignment will be routed directly to Special Services. In the event contact with the special services unit cannot be made, the on-duty command officer will obtain the information.
- E. The respective labor contract for union members and City Personnel Rules for nonunion employees should be reviewed for issues specific to them such as accrual and when a doctor's certificate is required.

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V. ADDITIONAL INFORMATION FOR TELESTAFF ENTRY

The following information needs to be added if applicable:

- A. If a person leaves work early, or arrives late because of illness, enter the actual time.
- B. If the employee is not at their residence, list the location where they will be and a phone number, they can be reached in the notes field of the TeleStaff entry.