

<b>POLICY 106.3</b>	<b>SICK/LATE POLICIES AND PROCEDURES</b>	
	REVISED: 1/93, 3/05, 12/10, 04/11, <b>12/13</b>	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 3/05, 12/10, 04/11, <b>12/13</b>

**A. POLICY**

It is the policy of the City of Fort Lauderdale and this Department that sick leave not be considered a right which an employee may use at his/her discretion, but rather as a privilege which shall be allowed only in case of personal sickness or disability, or in the case of illness in the immediate family.

**B. SICK**

1. In order to be granted sick leave with pay, personnel must:
  - a. Notify his/her immediate supervisor.
    - (1). Send a TeleStaff request via web access for such sick leave, at least 1 hour prior to your shift, or;
    - (2). Personnel assigned to the Patrol Division may also leave a voicemail on the Sick/Late line (x5489) located in briefing prior to the beginning of the scheduled work day. Any voicemail message must include the reason for the employee's absence.
  - b. Permit such medical examination, nursing visit, or inquiry which the City or Department deems appropriate.
  - c. Submit where reasonable and if requested, appropriate documentation from a licensed/practicing physician, to support the reason for calling in sick, as well as a statement indicating they are cleared to return to full duty.
  
2. During time periods that the Chief of Police or his designee has determined that maximum staffing is critical to the Department's mission (i.e. hurricanes, protests, special events, etc.), personnel calling in sick must:
  - a. Call their Shift/Unit Lieutenant, Division Commander or Civilian Unit Manager (note: Leaving a voicemail on the Sick/Late line or a TeleStaff request IS NOT sufficient). The Shift/Unit Lieutenant, Division Commander or Civilian Unit Manager must approve the sick time.
  - b. Provide appropriate documentation from a licensed/practicing physician, to support the reason for calling in sick, as well as a statement indicating they are cleared to return to full duty.

**C. LATE**

1. It is the policy of this Department that all employees will report to begin their scheduled work day on time and be prepared to begin their assigned duties without delay.
2. When an employee realizes he/she will be late for work, he/she must:
  - a. Notify his/her immediate supervisor or a supervisor on that shift. Personnel assigned to the Patrol Division may leave a voicemail explaining their tardiness on the Sick/Late line (x5489) located in briefing prior to the beginning of the scheduled work day.
  - b. Notification will be made as soon possible when the employee realizes he/she will be late.

**D. REPORTING PROCEDURES - PATROL DIVISION**

1. Due to the 24-hour responsibilities of the Patrol Division, the following reporting procedures will be followed to insure Patrol personnel are accounted for when not present for briefing.
2. When calling in to a supervisor, the employee will request and know the name of the person taking the message.
3. When receiving such a call, the supervisor or other employee will give the caller their name and immediately enter the appropriate information into the briefing room "log book."
4. The briefing supervisor will retrieve all messages from the Sick/Late line (x5489) prior to beginning briefing (and again immediately after briefing if there are any unexpected absences). The briefing supervisor will ensure the appropriate entries are entered into the TeleStaff system.
5. A "Sick/Late Call-In Log" will be maintained at the Patrol briefing desk. All call-in messages regarding sick or late employees will be logged into this book with the date, time, officer's name and CCN number, message, and receiving supervisor's name and CCN number.
6. The Patrol briefing supervisor will notify the absent or late employee's supervisor, or the on-duty shift lieutenant, of any attendance problems (this includes those who report after briefing has begun).

**E. REPORTING PROCEDURES - OTHER DIVISIONS**

1. Employees calling in sick or late will follow the procedures outlined in sections A and B. Only personnel assigned to the Patrol Division are authorized to utilize the Sick/Late line (x5489) located in briefing.
2. The employee calling in will request the name of the person taking the message.

3. When receiving such a call the employee will give the caller their name and immediately forward the message, including the caller's name, CCN, and the time received, to the appropriate supervisor.
4. Supervisors who encounter the situation where an employee is not present as scheduled will make every effort to determine if that employee has called in a sick/late message prior to calling his/her residence.

**F. MONITORING AND DISCIPLINARY PROCEDURES**

1. When an employee reports late for duty, it will be at the discretion of the employee's immediate supervisor to issue a Supervisor-Employee Interview Form.
2. The original will be forwarded to Personnel to be placed in the officer's file. A copy will be given to the officer.
3. Habitual unacceptable tardiness may result in disciplinary action.
4. Reporting late for duty is acceptable only if the reason for being late is job-related. Events outside the control of the employee causing the employee to report late for duty will be reviewed by the employee's lieutenant or captain, on a case-by-case basis.
5. All lieutenants will periodically review their assigned unit's compliance with this policy to insure that the procedures are being followed uniformly.
6. Editing a work code on the Roster or on a Calendar for a pay period that has already been finalized is prohibited.