



GENERAL ORDER



| | | | |
|--|------------------------|----------|--------------|
| Subject: Optional Sick Leave | Series | Number | Distribution |
| | 1001 | 2 | A |
| | Effective Date | | |
| | January 9, 1998 | | |
| Revision Date | | | * |

The purpose of this order is to establish procedures allowing members the option of using a maximum of three (3) working days of chargeable sick leave at any one time, in bona fide cases, without personally appearing at the Police and Fire Clinic (Clinic) for an examination. This order consists of the following parts:

PART I Responsibilities and Procedures for Members of the Department

- A. Definitions.
- B. Reporting Sick.
- C. Accumulating Sick Leave.
- D. Restriction of Activities.
- E. Return to Duty.
- F. Use of Forms.
- G. Revocation from and Restoration to Participation in the Optional Sick Leave Program.

PART II Responsibilities and Procedures for Special Assignment Personnel

- A. Distribution of PD Form 79.
- B. Time and Attendance Clerks.

PART III Responsibilities and Procedures for Supervisory and Command Personnel

- A. Supervisory Officials.
- B. Watch Commanders.
- C. Commanding Officers.

| | | | |
|--|--|---------------|------------------------------|
| Publication General Order 1001.2 | Effective Date January 9, 1998 | Change Number | Page Number 2 of 8 |
|--|--|---------------|------------------------------|

PART I

A. Definitions.

The terms used in this order shall have the following meanings:

1. **Illness** - Common illnesses which occur frequently, such as the common cold, influenza, virus, nausea, cough, sore throat, headache, upset stomach, and diarrhea.

2. **Bona Fide Cases** - Bona fide cases are restricted to instances when a member is **incapacitated** to perform duty due to illness (not incurred in the performance of duty) or for dental or optical examination or treatment. This order does not pertain to members who are injured in any way, either on or off duty, or who are ill as a result of the performance of duty.

3. **Injury** - Implies the marring of appearance or any physical wound which produces pain, harm or damage of any kind. Strains, sprains, bruises, lacerations, dislocations, abrasions, backaches, and inflamed joints are examples of injuries.

4. **Chargeable Sick Leave** - Sick leave deducted from a member's accrued sick leave balance, at the member's request, in order to participate in the Optional Sick Leave Program. A member must have an adequate amount of sick leave in order to participate in the Optional Sick Leave Program.

B. Reporting Sick.

1. Members who are ill and request sick leave shall notify their organizational element as soon as their intent to report sick becomes certain. In no event shall an official at the organizational element be notified less than one (1) hour prior to the time the member is to report for their next tour of duty, assignment, or detail.

2. Members who become ill while on duty and do not wish to report to the clinic, and who are not injured or sick as a result of the performance of duty, shall notify one of their officials of their condition and follow all other applicable procedures specified in this order. This shall be counted as the first day of the optional sick leave privilege.

| Publication | Effective Date | Change Number | Page Number |
|----------------------|-----------------|---------------|-------------|
| General Order 1001.2 | January 9, 1998 | | 3 of 8 |

3. When a member notifies an official of their intention to report sick, the member shall inform the official whether they intend to use optional sick leave or report to the Clinic. The member shall also provide information as to where they can be reached while on sick leave, giving an address, telephone number, and any other information which would allow communication with the member if they intend to stay at any location other than their residence. This information shall be recorded in the sick leave book maintained by the member's unit. During their scheduled tour of duty, on their scheduled work days, the member shall, before leaving their residence, or any other place they are staying during the extent of their sick leave, for any period of time, contact the person designated by the commanding officer and provide the same information as above. This information shall then be recorded in a log maintained for that purpose, along with the date and time the member called in.

4. In cases where it is apparent that a total of three (3) working days of sick leave will not be sufficient to overcome an illness, or anytime a fourth working day or more is needed, the member shall report to the Clinic, no later than the fourth working day, during sick call hours, for a proper medical examination.

5. Members who fail to report to the Clinic on the fourth day, as required above, shall be considered Absent Without Leave (AWOL). A full investigative report outlining the facts, will be prepared by the member's commanding officer and submitted to the Human Resources Officer, within three (3) working days of the initial failure to report to the Clinic.

6. Once a member has chosen to use chargeable sick leave, they may not at a later time change it or request it to be changed to illness incurred in the performance of duty.

7. Members must have sufficient accumulated leave to cover the period of time they wish to be placed on optional sick leave. Members who do not have sufficient leave to cover the period of time they wish to be on sick leave must report to the Clinic for medical treatment.

C. Accumulating Sick Leave.

1. Members are reminded that sick leave which is not used continues to accumulate and is available for use in succeeding years. Accrued sick leave is, in a sense, a guaranteed insurance policy that is always available when needed, and to abuse it could prove to be a serious detriment at a later time.

| Publication | Effective Date | Change Number | Page Number |
|----------------------|-----------------|---------------|-------------|
| General Order 1001.2 | January 9, 1998 | | 4 of 8 |

2. Members are further reminded that a sick leave record is a permanent record and always a significant factor to be considered when determining one's overall efficiency.

D. Restriction of Activities.

1. While on sick leave members shall:

- a. Not accept or engage in any employment other than that of the department, provided that this restriction does not apply to the use of sick leave for routine medical or dental appointments.
- b. Not leave the Washington Metropolitan Area unless granted permission by the Human Resources Officer. PD Form 358 (Request to Leave the Washington Metropolitan Area While on Sick or Administrative Leave) shall be used for this purpose. (For the purpose of this order, the "Washington Metropolitan Area" shall be defined as any point extending to a 25-mile radius from the U.S. Capitol Building.)

2. Members shall comply with the optional sick leave requirements set forth in sections a and b below whenever they are who are on optional sick leave and their day off falls on a day for which they have taken sick leave.

- a. Part IB3 and ID1, with respect to leaving his/her residence or other place, or the Washington Metropolitan Area, and
- b. General Order 201.17 (Outside Employment and Financial Statements) regarding outside employment.

3. Before a member is released from the above restrictions, he/she must call the station and inform one of the officials on duty that he/she is no longer ill and will report to work for his/her next scheduled duty assignment. Members must work a full tour of duty before they can work authorized outside employment.

E. Return to Duty.

1. Members who intend to report back to duty after using optional sick leave shall notify their organizational element, not less than one (1) hour prior to the time they are to report for their next tour of duty, assignment, or detail.

| | | | |
|--|--|---------------|------------------------------|
| Publication General Order 1001.2 | Effective Date January 9, 1998 | Change Number | Page Number 5 of 8 |
|--|--|---------------|------------------------------|

2. Upon returning to duty, the member shall certify the PD Form 79 (Sick Leave Certificate) by checking the block which reads "Request sick leave, illness not in POD," and signing it. Once a member has completed the PD Form 79, the form shall be given to the watch commander.

F. Use of Forms.

1. Sick leave, eight (8) hours or less, used for the purpose of dental or optical examination or treatment, shall be requested and reported using Standard Form 71 (Application for Leave). Use of dental and/or optical sick leave for less than eight hours shall not be considered optional sick leave in accordance with section (G)(2) below.

2. All other sick leave used in conformity with this order shall be reported on PD Form 79.

3. PD Form 78 (Notification to Member Relative to the Expected Tardiness or Optional Sick Leave Program) shall be used to warn, revoke and restore a member, or to extend a member's revocation period.

G. Revocation From and Restoration to Participation in the Optional Sick Leave Program.

1. A member who uses the Optional Sick Leave Program four (4) times within a 12-month period shall be issued a PD Form 78 by their commanding officer and warned that the next use of optional sick leave within the 12-month period will result in the member's immediate revocation from the program.

2. A member shall be revoked from participating in the Optional Sick Leave Program, for six (6) months, when they have used the privilege five (5) times within a 12 month period. Absences of less than eight (8) hours used for dental or optical appointments shall not be counted.

3. A member shall be issued a PD Form 78 by their commanding officer when their use of the optional sick leave privilege has been revoked. A copy of the PD Form 78 shall be forwarded to the clinic for inclusion in the member's medical file.

4. After a member has been revoked, they shall comply with the regular provisions of General Order 1001.1 (Medical Services) for reporting illnesses or injuries, until such time as they have been restored to participation in the program.

| Publication | Effective Date | Change Number | Page Number |
|----------------------|-----------------|---------------|-------------|
| General Order 1001.2 | January 9, 1998 | | 6 of 8 |

5. A member whose privilege to use the Optional Sick Leave Program has been revoked in writing and who fails to report to the Clinic as required shall have their revocation period extended for six (6) months from the date they failed to report.

6. A member shall be issued a PD Form 78 to restore them to participation in the program six (6) months after having been revoked unless the member's revocation period was extended as described above.

PART II

A. Distribution of PD Form 79.

Distribution of PD Form 79 shall be as follows:

1. The white copy shall be given to the member's time and attendance clerk for recording and retention.
2. The yellow copy shall be sent to the Director, Medical Services Division.
3. One of the remaining copies shall be forwarded to the member and the final copy shall be destroyed.

B. Time and Attendance Clerks.

Time and Attendance clerks shall:

1. Monitor the sick leave record of all members of their respective organizational element and immediately notify the commanding officer when any member uses optional sick leave for the 4th and 5th times within a 12-month period.
2. Distribute PD Forms 79 as specified in Part IIA.

PART III

A. Supervisory Officials.

1. The official receiving a call from a member reporting sick according to the provisions of this order shall ascertain the member's illness to ensure that the member does not report sick for what should be considered an injury or illness in the performance of duty.

2. The official receiving the above notification shall:
 - a. Prepare a PD Form 79 filling in the necessary information in each block, including the nature of the illness given by the member reporting sick and checking the block indicating that the remarks were made by the member reporting sick;
 - b. Initial the PD Form 79 in the upper right-hand corner;
 - c. Forward the PD Form 79 to the watch commander for his information and handling when the member returns to duty; and
 - d. Inquire whether the member will use optional sick leave or report to the clinic.
 - e. Record the required information, including where the member will be recuperating and the phone number where the member can be reached, in the sick leave book.

3. The organizational element's administrative official in charge of the unit's time and attendance section shall ensure that members' participation in the Optional Sick Leave Program are monitored and that their immediate supervisor is notified so that the appropriate notifications and revocations can be made.

B. Watch Commanders.

Watch commanders shall:

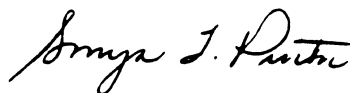
1. Have access to the file of PD Form 79s of members that are on optional sick leave.
2. Sign the PD Form 79 after a member has signed the form upon their return to duty.
3. Cause the delivery of the signed PD Form 79 to the element's time and attendance clerk.

| | | | |
|--|--|---------------|------------------------------|
| Publication General Order 1001.2 | Effective Date January 9, 1998 | Change Number | Page Number 8 of 8 |
|--|--|---------------|------------------------------|

C. Commanding Officers.

Commanding officers shall:

1. Ensure that the sick leave record of all members of their command are properly monitored and that the appropriate warnings and revocations (PD Form 78) are issued to members whose use of optional sick leave requires such action.
2. Investigate any subordinate who appears to be feigning sickness in order to evade duty, and order to the Clinic, for the present intended absence, any member who uses sick leave for the apparent purpose of evading duty, or for some other reason that is not in the interest of the department and well-being of the individual.
3. When an investigation and the physician's examination reveals that a member has abused sick leave, cite the member for misconduct.
 - a. The provision in Part IG notwithstanding, upon institution of the above charge, the commanding officer shall revoke the member in writing from participation in the Optional Sick Leave Program.
 - b. The member shall be restored to participation as provided by Part IG6.
4. Investigate members who fail to report to the Clinic after three (3) consecutive days of Optional Sick Leave or after their Optional Sick Leave privileges have been revoked.



Sonya T. Proctor
Interim Chief of Police

STP:DHW:WRP:rsk