



Tulsa Police Department

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

Policy # 302A

Effective Date 08/15/2003

Policy Name Sick Leave

Approved Date 08/15/2003

Approved by *Wendell Franklin, Chief of Police*

Previous Date 12/22/2000

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Sick leave shall be used by sworn personnel in compliance with the current *Collective Bargaining Agreement* between the City of Tulsa and Fraternal Order of Police Lodge #93. The false or fraudulent use of sick leave creates an inherent danger to fellow officers and will be cause for disciplinary action. The following procedures are not designed to invade the privacy of an officer who is ill but only to safeguard against the abuse of sick leave.

All non-sworn police employees shall follow the *City of Tulsa Personnel Policy and Procedures*, Section 306, Sick Leave, or the sick leave provisions covered under the terms of their respective collective bargaining agreements.

SUMMARY: Procedures for reporting and investigating sick leave.

APPLIES TO: All sworn police personnel

DEFINITIONS:

IMMEDIATE FAMILY – an officer's spouse, children, parents, and/or any foster or step situations within these relationships.

SICK LEAVE – accumulated time used when officers are incapacitated by sickness or non-job-related injury or for medical, dental, or optical diagnosis or treatment. Sick leave may also be used for the necessary care and/or attendance of members of the officer's immediate family or household or when officers have been exposed to a contagious disease and in the opinion of the City Physician their attendance jeopardizes the health of others. If the exposure occurs on duty the contact will be considered an on-duty injury.

PROCEDURES:

1. Officers who will be absent from duty shall notify their supervisor within a reasonable time prior to their usual reporting time, if physically able to do so. When making the above notification, the nature of the sick day used (e.g., self, injury, or family sick) should be stated.
2. Personnel receiving the notification that an officer will be absent shall complete and forward an *Absentee Notice Form* to the officer's supervisor. If notification is made after the line-up changes have been submitted, advise Public Safety Communications (PSC) so CADS may be updated.
3. Supervisors may investigate the alleged illness or accident of an officer absent on sick leave. Such an investigation shall be made only when based upon reasonable cause and in a consistent manner which least interferes with the officer's and/or the family's lifestyle. The investigating supervisor shall document the findings on the *Absentee Notice Form*.

4. While on sick leave, officers shall notify their division whenever they leave home or the hospital during their regular duty hours. Officers shall grant access to visiting supervisors at any reasonable hour and inform them of the nature of the injury or illness.
5. If an absence due to illness or non-job-related injury exceeds five days, officers shall present a medical statement upon returning to work. When the absence is five days or less, officers may be required to present a medical statement before the absence is allowed to be classified as sick leave.
6. Upon returning to work, officers shall complete a *Leave Report* and forward it to their immediate supervisor. If approved, the supervisor shall initial the *Leave Report*, attach the *Absentee Notice*, and forward it through the chain of command.
7. The division commander shall review *Leave Reports* and if approved, initial and forward them to the divisional timekeeper.
8. After initial approval of sick leave, officers who are continually unable to physically perform their normal duties shall present a physician's statement confirming their inability to perform to their division commander every thirty (30) calendar days.
9. The Chief of Police, or designee, may at any time request a physician's statement or medical opinion from the City Physician regarding the officer's ability to return to work.
10. Divisional timekeepers shall record the nature of sick leave used in the division time accounting system.

REGULATIONS:

1. Use of sick leave for the care and/or attendance of an officer's immediate family shall be limited to a maximum of fifteen (15) days in any calendar year.
2. Any officer feigning sickness, injury, or otherwise deceiving a commanding officer or supervisor while on sick leave, shall be subject to disciplinary action.
3. Sick leave shall not be used in less than one-hour increments.

REFERENCES:

City of Tulsa Personnel Policy and Procedure, Section 306, Sick Leave
302B, *Injury Leave*
Collective Bargaining Agreement, Article 15