
	<b>Department of Public Safety</b>	
	<b>Standard Operating Guidelines</b>	
	<b>Subject:</b>	Sick Leave
	<b>Section:</b>	Administration
	<b>Guideline Number:</b>	204
	<b>Effective Date:</b>	January 26, 2009
	<b>Revised Date:</b>	October 1, 2024
<b>Signature of Approval:</b>	Charles R. Pruitt Director of Public Safety 	

**PURPOSE**

To provide guidance in the application of the County's Sick Leave Policy Number 502.0 especially as they apply to departmental personnel.

**SCOPE**

This applies to all uniformed members of the Department.

**GUIDELINE STATEMENT**

Sick Leave, as with any type of leave, must be granted by the Director, Battalion or Captain. Sick leave shall be granted in accordance with this policy. At times, the Director may provide interpretation and execution not within the scope of the policy

The department operates emergency response facilities which must be ready to meet demands for service each day. In order to fulfill this obligation, the department needs everyone on duty every day on which he or she is scheduled to work. All employees, therefore, are expected to strive for attendance by:

- Maintaining reasonable health standards.
- Taking intelligent precautions against illness.
- Making every effort to live and work safely - observing safety procedures and practicing safety rules both on and off the job.
- Not permitting minor indispositions or inconveniences to keep them away from the job.

Absence must be regarded as a weakening of the department's ability to furnish its essential public service. Employees are expected to report for work with regularity in return for compensation. Good attendance is an important job requirement. Failure to meet this requirement will result in separation from County employment.

Request for sick leave for medical and dental appointments shall be submitted as far in advance as possible.

Request for sick leave on the day of work before working hours shall be handled in the following manner: Employees requesting sick leave shall call the Battalion Chief telephone number **757-710-4001** a minimum of one hour prior (a message may be left). Employees will identify themselves, their assignment, the nature of their illness, and the expected time off required, and a contact number.

The Director, Battalion Chief or Captain **may** at any time request that the employee present a doctor's excuse.

Employees who have any type of surgery or operation must, at a minimum, provide the County with a physician's release and medical authorization to return to work. This includes those operations that are considered day surgery. Additional information, certification or assessments may be required by the Director.

In the event an individual is on annual leave and requests that the annual leave be changed to sick leave, the Department will evaluate each request on a case-by-case basis. It is the policy of the Accomack County Department of Public Safety to require medical documentation when anyone requests the changing of annual leave to sick leave. Without the medical confirmation, a change of your leave status will not be considered.

During times when sick leave is used for family members (defined in County Policy Number 502.0) and used in excess of 3 days, written documentation may be requested by the Director, Battalion Chief or Captain.

As a practice, it is important that our sick leave policy be maintained and its intent adhered to. All personnel who are on sick leave will refrain from activities that might be interpreted as abusive. The County Policy, in the area of sick leave abuses, is very stringent and could easily lead to the dismissal of the employee.

No part-time or secondary employment will be tolerated while using sick leave. Personnel using sick leave outside the scope will be subject to disciplinary actions.

## **RETURN TO WORK**

Day shall be defined as a 24-hour shift.

Employees **must** follow the following chart for return-to-work authorization.

### 1 – 2 days

No medical authorization needed

### 3 – 5 days

Medical authorization from family doctor or clinic

### 6 – 10 days

Medical authorization from family doctor or clinic  
Physician's Certification Form

### 11 days and over

Complete physical exam by your doctor  
Physician's Certification Form  
Successful completion of the physical agility course  
Complete physical by a doctor(s) of the County's choosing