



Policy and Procedure

Number: 101

Subject: Reporting Sick Leave		
Date Issued: 04-01-78	Effective Date: 06-17-11	Revision Number: 7

POLICY:

This procedure is used to document the taking of sick leave to accommodate those times when a member/employee must leave during his or her normal working hours or when he or she is prevented (due to personal illness) from reporting to work as scheduled.

The use of sick time (by contract) can only be utilized for personal illness/medical appointments or otherwise prescribed by the Federal Family & Medical Leave Act of 1993 or the Wisconsin Family & Medical Leave Act under State Statute 103.10, and then granted with the approval of the Chief of Police.

PROCEDURE:

**MEMBER/
EMPLOYEE:**

When a member or employee is unable to report for work, or continue work due to a personal illness or medical appointment, the following process will be followed:

1. When calling in sick prior to your scheduled tour of duty, you must contact the **On Duty Shift Commander** and ensure that you provide timely notice as well as the appropriate information.
 - a. Timely notice for sworn personnel is “at least one (1) hour or earlier before the start of his/her regular shift of assignment.”
 - b. Timely notice for non-sworn personnel is “as soon as possible, but no later than one-half hour after the established starting time.”
 - c. Appropriate information includes the following information:
 - 1) Your payroll number
 - 2) Your shift/unit of assignment
 - 3) The nature of your illness
 - 4) Any affected court appearances
 - 5) Any affected assignments
2. When you become sick while on duty, or have a medical appointment during your normal work hours that you must attend, contact your Supervisor and advise him or her of the circumstances.
3. A member or employee shall not feign illness, falsely report himself or herself ill, or otherwise deceive any Department personnel as to his or her condition.
 - a. At any time, the Chief of Police may require a doctor’s statement or other reasonable evidence or proof of illness.
4. Members who have reported themselves sick for duty on a particular date may return to work on that date whenever their condition improves.
5. When a member or employee has reported sick for a period in excess of three consecutive workdays, he or she shall furnish their immediate supervisor with a certificate of illness signed by a licensed physician prior to returning to work.

**ASSIGNED
SUPERVISOR:**

1. When the On Duty Shift Commander forwards a Sick/On-Duty Injury Report (PP131) to you about one of your members or employees, complete the applicable sections of the form and forward it as required.
 - a. Ensure that the appropriate Work History entry has been completed.
 - 1) Document the type of illness (flu, migraine, car accident injury, etc...) as well as any other pertinent details.
2. When a member or employee notifies you that he or she is sick and needs to leave, or has a medical appointment requiring him or her to leave during their normal work hours, complete a Sick/On-Duty Injury Report (PP131) and forward it as required.
 - a. Ensure the appropriate Work History entry has been completed.

3. Complete a TMS entry, reflecting sick time taken, for the member/employee.
4. If applicable, notify Courts that the member or employee has called in sick or gone home sick and will be unavailable for any court-related matters until he or she returns to work.
5. Forward the completed Sick/On-Duty Injury Report (PP131) to the Support Services Manager.

**ON DUTY SHIFT
COMMANDER:**

1. Upon receipt of a call from a member or employee calling in sick:
 - a. Initiate a Sick/On-Duty Injury Report (PP131) by completing the top section of the form.
2. Forward the form to the member or employee's immediate supervisor.

**SUPPORT
SERVICES
MANAGER:**

1. Review the completed Sick/On-Duty Injury Report (PP131) for completeness.
 - a. If it is incomplete, return it to the originating Shift/Unit Commander.
 - b. If it is complete, ensure the information has been entered in the appropriate database and TMS.
 - c. Scan the original document into the member/employee's personnel file and shred original.

**RELATED
PROCEDURES:**

[Table of Contents](#)
[102 – Line of Duty Injury](#)
[400 – Rules of Conduct, Section 3h \(Performance of Duty: Hours Subject To Duty\)](#)

**RELATED
REFERENCES:**

Memorandum of Agreement between the City of Racine and R.P.A., Article XXII (Sick Leave)
 Memorandum of Agreement between the City of Racine and the Staff Officers' Association, Article XIV (Sick Leave)
 Articles of Agreement between the City of Racine and Local 2239, AFSCME (AFL-CIO) Police Department Unit
 Work Rules between Local 2239 and the City of Racine