



GENERAL POLICE ORDER CLEVELAND DIVISION OF POLICE



ORIGINAL EFFECTIVE DATE: JANUARY 1, 2006	REVISED DATE: March 14, 2013	NO. PAGES: 1 of 7	NUMBER: 1.3.24
SUBJECT: SICK LEAVE			
ASSOCIATED MANUAL: BUREAU OF SUPPORT SERVICES		RELATED ORDERS: 1.1.13, 1.3.06, 1.3.24	
CHIEF OF POLICE: <i>Michael McGrath, Chief</i>			

This General Police Order has been revised in its entirety

PURPOSE: To establish guidelines for Division member's use of sick time.

POLICY: The Cleveland Division of Police shall grant sick leave per the existing collective bargaining agreements and establish procedures for returning members back to full duty following the use of sick leave.

DEFINITION:

Sick Leave: the use of earned sick hours for sickness, injury, doctor/dental visits, childbearing, or a serious health condition of a member's immediate family (emergency).

Immediate Family Member: defined as a spouse, mother, father, mother-in-law, father-in-law, child, grandparent, grandchild, brother, sister, or an individual who stood in *loco parentis* to the employee.

CONDITIONS OF PAID SICK LEAVE

A member shall be paid for sick leave only when the member has made proper notification to his or her immediate supervisor as outlined in the member's respective collective bargaining agreement.

PROCEDURES:

- I. When a member is striking off on sick leave, the supervisor shall:
 - A. For an officer calling off sick for a complete tour of duty (8 or 10 hours).
 - 1. Complete the self-carboning (half-sheet revised November 2012) Disability Report (Attachment A sample full sheet).

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2. Check one of the below boxes in the description section of the Disability Report.
 - SICK
 - DOCTOR APPOINTMENT
 - FAMILY RULE
 - FMLA
 - DUTY-RELATED INJURY
 - OFF-DUTY INJURY
 - MEDICAL LEAVE OF ABSENCE

3. In Districts and Bureaus with a Sick Time Reporting Database:
 - a. The Officer-in-Charge (OIC) shall forward the original Disability Report to the Commander's Office.
 - b. The Commander shall ensure that the timekeeper inputs the entries into the sick database.
 - c. The original Disability Report shall be forwarded to the Medical Unit via Divisional Mail.
 - d. A copy of the Disability Report shall be filed in the Commander's Office.

4. In Bureaus without a Sick Time Reporting Database, the OIC's shall:
 - a. Forward a copy of the disability report to the Commander's Office.
 - b. Forward the original Disability Report (do not fax) to the Medical Unit by 1200 hours, Monday through Friday.

- B. For an officer using **less than eight** (8) or **ten** (10) hours of sick time.
 1. Complete all the steps for an officer calling off sick for eight (8) or ten (10) hours.
 2. Mark clearly the number of hours being used in the Reason for Disability section.

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3. Make an additional copy of the Disability Report and forward it to the District/Bureau/Unit timekeeper.
4. If an officer uses less than a full tour of duty of sick time, it is not necessary to complete a Return to Duty from Sick Leave form. The officer is not placed on the sick list.
5. If the officer is unable to report for his next scheduled working day, the officer shall notify his/her immediate supervisor as outlined in the member's collective bargaining agreement.

II. Conditions of Sick Leave

- A. The Medical Unit supervisor may require a written statement (Form-1) from the member justifying the request for paid sick leave and/or a certificate from a physician verifying the nature of the claimed illness or injury. **An illness or injury extending beyond three continuous days requires medical documentation.** Failure to provide medical documentation may result in disciplinary charges.
- B. The validity of all medical excuses and certificates are subject to review by the Medical Unit.
- C. Members are paid sick leave only if they notify their immediate supervisor before their scheduled starting time on the first day of absence. Members who fail to make the proper notification shall be considered Absent Without Leave (AWOL) and shall be subject to disciplinary charges.
- D. Members are required to report in person (or call if they are physically unable to report) with any applicable documentation to the Medical Unit at the next scheduled sick call if:
 1. The member was injured on duty, even if there is no time loss as a result of the injury.
 2. The member is reporting off on a re-occurring on-duty injury.
 3. The member reported off sick with an off-duty injury.
 4. The member is/was on sick leave for more than 3 consecutive days, **even if the member continues to be on sick leave.**

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- E. Members whose sick leave approaches 30 consecutive days must report to the Medical Unit within those 30 days with supporting documentation. This is mandatory even if the member is not yet prepared to return to work.
- F. Members shall report to the Medical Unit as instructed by the member's supervisor, the Medical Director, or the Medical Director's designee.
- G. Members on sick leave are prohibited from engaging in strenuous or physical secondary employment (e.g. private security, physical labor).
- H. Members on Hazardous Duty Injury sick leave are prohibited from engaging in or accepting any secondary employment.
- I. A member on sick leave who has received a court subpoena shall notify the prosecutor's office if they are unable to attend due to their illness or injury.
- J. No overtime may be earned if attending court while on any type of sick leave.

III. Extended Illness

- A. Officers who have exceeded 60 calendar days on the Sick List shall be detailed to the Medical Unit on Extended Illness status on the first day of the next month.
- B. Officers placed on Extended Illness status shall surrender their City-issued service weapon to the Medical Unit OIC unless the member has purchased the weapon. A completed copy of the member's purchase Form-1 shall be submitted as proof of purchase.
- C. The Medical Unit OIC shall convey the service weapons from officers on Extended Illness to the Outdoor Range for proper storage.
- D. Officers on Extended Illness status are prohibited from weapon re-qualification.

IV. Returning to Duty

- A. A member who incurs an on-duty injury regardless of time loss or an off-duty injury with time loss must *report to the Medical Unit* before returning to work.

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- B. A member who calls off sick on a re-occurring duty related injury must *report to the Medical Unit* before returning to work.
 - C. A member who is sick for more than 3 consecutive days must *report to the Medical Unit*.
 - D. A member who calls off sick for any other type of sick leave may be returned to duty by a supervisor if the member meets the requirements contained in Section VIII of this order.
 - E. Civilian members of the Bureau of Communications shall follow the return policies set by the Commander of the Bureau of Communications.
 - F. *Members reporting to the Medical Unit must do so during sick call hours.* The sick call hours are Monday through Friday between 0800 and 1030 hours. The Medical Unit is closed on holidays. No overtime shall be accrued for reporting to the Medical Unit.
- V. Authorization to Return a Member to Duty
- A. The Medical Director is authorized to return a member to on-duty status.
 - B. The Medical Director may authorize a designee of the Medical Unit to return an officer to on-duty status if the Medical Director is unavailable.
 - C. Superior officers are authorized to return an eligible member to on duty status using the Return to Duty from Sick Leave Form.
- VI. Members reporting for sick call at the Medical Unit to be returned to duty shall not be charged any further sick time when the Medical Director or the Director's designee are unavailable to return those employees back to duty. In this instance, the OIC of the Medical Unit shall complete a Form-1 notifying the Timekeeping Unit to make a leave of absence paid entry for that member.
- VII. Return to Duty from Sick Leave Form (Attachment B) shall be used by a supervisor to return an eligible officer to duty.
- A. Complete the Return to Duty from Sick Leave Form with both the officer's and supervisor's signatures.
 - B. In Districts and Bureaus with a sick time reporting database:

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1. The OICs shall forward the original Return to Duty from Sick Leave form and any documentation to the Commander's Office.
 2. The Commander shall ensure that the timekeeper inputs the entries into the sick database.
 3. The original return form and the fit for duty/return to work documentation, if provided, shall be forwarded to the Medical Unit via Divisional mail.
 4. A copy of the return form shall be filed in the Commander's office.
- C. In Bureaus without a Sick Time Reporting Database:
1. The OIC shall make and forward a copy of the Return to Duty from Sick Leave form and any fit for duty/return to work documentation to the Commander's office.
 2. Forward (do not fax) the original return and any fit for duty/return to work documentation, if provided, to the Medical Unit by 1200 hours, Monday through Friday.

VIII. Return to Duty from Sick Leave

- A. Members **not** on sick abuse status, returning from a sick leave of three or less continuous days and having used less than 40 hours of sick time in the previous 90 days, *may* be returned to duty using the Return to Duty from Sick Leave form; *or upon self-reporting to the Medical Unit may be returned to duty by the Medical Unit*. These members are **not required** to report to the Medical Unit
- B. Members **not** on sick abuse status, returning from a sick leave of more than three continuous days or having used 40 hours or more of sick time in the previous 90 days, *may* be returned to duty using the Return to Duty from Sick Leave form, *and in addition, shall report* to the Medical Unit on the next available date.
- C. Members currently in the sick abuse program and returning from a sick leave of three or less continuous days and having used 40 hours or less of sick time in the previous 90 days *may* be returned to duty using the Return to Duty from Sick Leave form, *and in addition, shall report* to the Medical Unit on the next available date.

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- D. *Members currently in the sick abuse program and returning from a sick leave of four or more continuous days or having used 40 hours or more of sick time in the previous 90 days shall report to the Medical Unit on the next available date prior to returning to duty.*
- E. FMLA returns: see GPO Family Medical Leave Act 1.3.25
- F. *Non-sworn members shall be governed by the applicable sick leave language contained in their respective Collective Bargaining Agreement (CBA).*
- G. *Non-sworn members not governed by a CBA shall adhere to the directives contained in this General Police Order.*

IX. Medical Documentation

- A. Members shall provide supporting medical documentation when returning from a serious illness of an immediate family member, a member's doctor appointment, or an absence of more than three days.
- B. Members returning from sick leave who are not required to report to the Medical Unit may give the medical documentation, doctor's return slip stating fitness for duty/return to work, to the returning supervisor on the return date to work. Supervisors shall review the medical documentation.
- C. Members prescribed a narcotic shall report to the Medical Unit to confer with the Medical Director prior to working.
- D. Members may choose to deliver the medical documentation directly to the Medical Unit. No overtime shall accrue if a member chooses this option.
- E. Supervisors and commanders shall ensure that all medical documentation is secured in an envelope before forwarding to the Commander's Office or the Medical Unit.

X. Failure to report to the Medical Unit as required may result in disciplinary action.

XI. The Medical Unit will distribute a weekly report of employees that fail to report to the Medical Unit as required.

MM/jco
Bureau of Support Services
Attachments A & B