

COMPENSATIONS AND BENEFITS

MEDICAL LEAVE

Purpose: The purpose of this directive is to establish procedures for a member's sick leave in regard to any medical leave which renders a member unable or incapable of performing all or part of his or her assigned duties.

Policy Statement: It is the policy of the North Little Rock Police Department to establish sick leave guidelines, which will prevent members from suffering loss of pay when they are not able to work due to an injury or illness, but in keeping with the goals and missions of the Department will allow provision of the effective and efficient delivery of police services to the City of North Little Rock.

Summary of Changes: Section 1.4 added additional requirement for sick leave documentation;
Section 2 updates information on forms for sick leave;
Section 3 updates definition of abuse of sick leave and defines actions that may be taken by the Department.

Definitions:

Abuse of Sick Leave will be defined as any pattern of sick use which indicates a member is failing to fulfill the obligations of their job or assignment.

Family and Medical Leave is leave granted or designated in accordance with the Family and Medical Leave Act of 1993 (US Department of Labor Wage and Hour Division).

Immediate Family in this policy is defined as spouse, children, mother, father, brother, sister, grandparents, mother-in-law, father-in-law and if living under the same roof with the employee, any relative or relative by marriage.

Sick Leave is paid leave allowed members when they are unable to work due to illness or injury.

Sickness in Family (SIF) is defined as five days of paid sick leave per year which may be used for care of a member in the immediate family due to illness or injury as defined in the current City contract and policy.

Permanent Member is defined as a member who has successfully completed the required probationary period. The term "permanent member" is used only to indicate those members who have completed the required probationary period and no legal rights or privileges are conferred by the use of this term.

Probationary Member is defined as a member who has not completed the required probationary period.

Procedure:

1 Members' Sick Leave

1.1 All permanent members are entitled to paid sick leave.

1.1.1 Sworn permanent members will accrue sick leave at the rate of twenty (20) days per year beginning one (1) year after the date of employment.

1.1.2 Sworn probationary members will be allowed three (3) sick days during the first year of employment. This leave will be counted against accrued sick leave which starts at the beginning of the member's second year of employment.

1.1.3 Non-sworn members will begin to accrue sick days on their date of hire (DOH) at the rate of one (1) day, five (5) hours and twenty (20) minutes per month, which is equal to twenty (20) days per year.

1.2 Sick leave accrues with no limit on maximum accumulation.

1.3 Sick leave may be used in increments of not less than two (2) hours.

1.4 When a member is absent on sick leave for more than three (3) consecutive days, the member will be required to furnish a written statement from a medical provider documenting the member's inability to work and documenting when the member will be allowed to return to work. Additionally, employees who are out sick for more than a week or who have been observed taking frequent sick leave in a manner in violation of Section 3 will be required to submit additional documentation for sick leave approval.

1.5 Sick leave may be taken when an illness or injury renders the member unfit for work or an illness is of a nature that the member's presence would expose other members in the work place to a communicable disease

1.6 Sick leave may be used for medical, optical, dental, and psychological health care.

1.6.1 Members may use sick leave for necessary medical and dental appointments which cannot, with reasonable practicality, be scheduled outside the normal workday.

1.6.2 A member will notify his supervisor in writing of the date and time of the appointment at least five (5) days prior to such appointments, except in cases of emergency.

