

<b>ALAMEDA COUNTY SHERIFF'S OFFICE</b>  <b>DETENTION AND CORRECTIONS</b>  <b>POLICY AND PROCEDURE</b>	<b>NUMBER:</b> 3.17	<b>PAGES:</b> 1 of 2
	<b>RELATED ORDERS:</b> G.O. 3.12 R&R 2.1.41 MOU	
	<b>ISSUED DATE:</b> July 1, 1989	
	<b>REVIEW DATE:</b> December 23, 2015	
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<b>CHAPTER:</b> Personnel	<b>SUBJECT:</b> Sick Leave	

- I. **PURPOSE:** To establish policy and procedure for sick leave notification.
- II. **POLICY:** Personnel will notify their unit of illness in accordance with the policy and procedure outlined below. All routine medical and/or dental appointments shall be reported to the unit supervisor as soon as the appointment is scheduled.
- III. **DEFINITIONS:**
- A. **SICK LEAVE:** Sick leave is a leave of absence due to:
1. Illness/injury which renders the employee incapable of performing his or her assigned duties.
  2. The employee's exposure to a contagious disease.
  3. Routine medical or dental appointment of the employee.
- B. **CUMULATIVE SICK LEAVE PLAN:** Each employee is entitled to accumulate sick leave. The cumulative sick leave plan varies with each job classification. Refer to the respective Memorandum of Understanding.
- IV. **PROCEDURE:** It is incumbent upon the employee to notify their supervisor of an illness in accordance with the procedures as outlined herein.
- A. Twenty-four hour (24) duty station personnel will notify a supervisor at their unit of an illness at least one (1) hour prior to their scheduled reporting time. When personnel call in sick and their supervisor is not immediately available, the nearest on duty supervisor will take the call to ascertain and document the circumstances of the ill/injured employee.
  - B. Personnel will notify their unit of illness daily, unless excused by the Facility Commanding Officer. The Request for Leave Card will be used by supervisors to log sick leave, which continues beyond one shift.
  - C. Personnel may use sick leave for an illness in the immediate family in accordance with the provisions herein.

1. The Sheriff shall grant sick leave with pay during the time reasonably necessary to arrange for care of the sick immediate family member. Emergency medical and dental appointments are included, but not to exceed the amount of time which personnel would be authorized for family sick leave, as described in the respective Memorandums of Understanding.
2. Leave taken under the provisions of this policy shall be deducted from the employee's sick leave balance. For the purpose of the policy "immediate family" means mother, stepmother, father, stepfather, husband, wife, son, stepson, daughter, stepdaughter, foster parent, foster child or any other person sharing the relationship of in loco parentis; and, when living in the household of the employee, a brother, sister, brother-in-law, sister-in-law, mother-in-law, father-in-law and grandparents.
3. Personnel shall be entitled to paid sick leave accrued pursuant to the provisions herein, in order to accompany the employee's dependent children living in the household of the employee during routine medical or dental appointments; as described in the respective Memorandums of Understanding.