

<i><b>TYPE OF ORDER</b></i>	<i><b>NUMBER/SERIES</b></i>	<i><b>EFFECTIVE DATE</b></i>	<i><b>ISSUE DATE</b></i>
General Order	#05 Series 2005	04/04/05 at 4:00 P.M.	04/04/05
<i><b>SUBJECT TITLE</b></i>		<i><b>PREVIOUSLY ISSUED DATES</b></i>	
Sick Leave Policy			
<i><b>REFERENCE</b></i>		<i><b>RE-EVALUATION DATE</b></i>	
<i><b>SUBJECT AREA</b></i>		<i><b>DISTRIBUTION</b></i>	
Procedures and requirements for sick days		All Personnel	

The following is the Providence Police Department's Policy regarding officers who are unable to report for their tour of duty due to illness.

Any officer who is unable to report for their tour of duty due to illness, must call in daily to the OIC or the Desk Sergeant no later than 1 hour prior to their tour of duty. The OIC or Desk Sergeant will then mark the Traveler/Schedule accordingly.

In accordance with the Collective Bargaining Agreement Article IX, Section 2, Paragraph E: Any officer who is out sick for **more than two** (2) consecutive working days, shall be required to bring in a doctor's note. This note must be submitted to the Officer In Charge or the Desk Sergeant before they are allowed to return to work. These notes should be forwarded to Human Resources.

As per the sick leave policy of the City of Providence, the discharge of eight (8) undocumented sick days (with or without pay) within a four (4) month period will require the officer to provide medical documentation from a qualified physician or other reasonable evidence as determined by the Commanding Officer of the Administrative Division. This documentation is to be presented to the Commanding Officer prior to starting work on the return date. This requirement will be in effect for six (6) months. If a continued pattern is present the requirement will remain in effect for an additional ninety (90) days. If the requirement is lifted and there is a repeated instance of four (4) sick days discharged in a four (4) month period, the physician's note requirement will be reinstated. Once again, this would be in effect for six (6) months. If no additional sick leave pattern occurs, the requirement is rescinded. If the sick leave pattern does occur, further disciplinary action will be implemented.

**Step 1:** Failure to furnish medical documentation will result in lost time **plus** the officer's inability to discharge sick leave for the period of absence with notice that should a further occasion occur, the Department will commence with Step 2

**Step 2:** Failure to furnish medical documentation will result in lost time **plus** the officer's inability to discharge sick leave for the period of absence, **plus** suspension equal to days of absence due to alleged illness/injury. If a further occasion should occur, the Department will commence with Step 3.

**Step 3:** Failure to furnish medical documentation will result in lost time, and the Department will advance to a Bill of Rights hearing.

If an extended sick leave of more than two weeks is needed, an officer may apply for Family and Medical Leave of up to 13 weeks. Leave may be taken for the employee's serious health condition, birth of a child or care of a newborn, placement for adoption or foster care of a child, or to care for a spouse, child, or parent with a serious health condition. Intermittent or reduced schedule FMLA leave may be taken, but not for birth, newborn care, or placement for adoption or foster care. Forms may be obtained from the Human Resource Bureau.

Any member wishing to donate sick time to another member will do so through the Human Resource Bureau, where the forms will be provided.

**APPROVED:**

DEAN M. ESSERMAN  
COLONEL  
CHIEF OF POLICE