



Columbia Fire Department

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Removal Date: RETAIN

Memo: 08-004R

To: All Career Suppression Personnel

From: Harry H. Tinsley, Assistant Chief of Operations

Date: May 13, 2008

Re: "Sick Leave" Standard Operating Guideline ADM-035

The updated revision to this SOG was effective as of May 5, 2008. It was posted on the department's forms page and sent out in printed copy to each station. The policy was posted for seven days before it became effective. This revision must be read and understood by all personnel. All Officers are required to read and review this policy with their assigned personnel. The act of passivity will not expunge personal responsibility. The intent of this policy is to provide a clear direction and even flow in the use of sick leave. Many times sick leave usage creates an undue hardship on the staffing of the department with having to back-fill vacancies. It is important for each employee to understand this policy and when it applies to them.

It is the employee's responsibility when requesting sick leave to furnish the medical statement as outlined within section II A., B. & C. It is the employee's responsibility to know when they use sick leave if section II A., B & C. applies to their request. When the employee returns to duty after using sick leave, and they do not produce the medical statement to their immediate supervisor for that day by 0745, and section II A., B & C. applies they will not be granted sick leave and will not be paid for the time missed.

It is the supervisor's responsibility to ensure that the medical statement is received by 0745. Failure to receive the statement will require notification of the next level of supervision. No employee will be penalized for a supervisor's failure to forward a medical statement providing the statement was presented by 0745 of their first shift back for duty after using sick leave.

Staffing will notify the Assistant Chief of Operations when any employee falls within section II A., B & C. The Division Chief is responsible to track their assigned personnel and receive any medical statements and forward them to Staffing.