

Sick Leave

Purpose

To provide a guideline for reporting of sick leave and to identify expectations of employees utilizing sick leave.

The use of sick leave will be in accordance with Lehi City's Sick leave policy. For the purpose of the policy, a shift is considered a 24 hour work period.

Guidelines

1. When an employee determines he or she is physically too ill to perform the required work, a notification, via phone call, will be made before 0630 of his or hers scheduled work shift.
2. The employee must first contact their battalion chief. If their battalion chief cannot be contacted, the company officer must be contacted. The company officer will then contact the Battalion Chief.
3. For illnesses or injuries that may result in the employee missing more than 2 consecutive work shifts (48 hrs.), a signed physician's note will be required prior to their return to duty.
4. It is assumed that the employee has sufficiently recovered and will be at work if notification to their Battalion chief has not been received at least 1 hour prior to the scheduled

beginning of the employee's shift. Every effort should be made to notify their Battalion chief as early

as possible of their intent to return to duty. For obvious long-term illnesses, this notification requirement may be waived by the department.

5. Sick leave is a privilege not a right, and shall be allowed only in case of necessity and actual personal sickness or disability except as otherwise indicated (refer to Lehi City sick leave policy). An employee on sick leave, because of an injury that prohibits normal work performance, are required to report to a physician and/or clinic for an evaluation of his/her ability to return to regular duty or to a light-duty assignment under certain conditions deemed by department administration.

6. Prior to returning to duty from a long term illness or injury that prohibits the ability to perform assigned duties, see the Return to Work Policy.