

SUBJECT: ILLNESS**SECTION:** 103.04**REVISED:** MARCH 1, 2008**PAGE(S):** 2

PURPOSE

To familiarize all members with the procedure applying to reporting illness or off-duty injury.

REFERENCES

City of Reading Sick Leave Policy (2003)

AUTHORITY AND RESPONSIBILITY

- A. It is the responsibility of the City of Reading Council to set the number of sick hours accumulated and the payment of unused sick days for the full-time members of the Reading Fire Department.
- B. It shall be the responsibility of the Fire Chief to inquire into a member's illness and to require said member to be examined by a physician if deemed necessary.
- C. The department has the right to place members on continuous sick leave when the frequency of absences or pattern of absenteeism impairs the efficiency of operations. This right will be exercised in a manner consistent with the Family Medical Leave Act.
- D. It shall be the full-time and part-time member's responsibility to notify the unit supervisor on duty of any illness or reasons preventing him/her from reporting for duty, at least one hour prior the start of the scheduled shift.
- E. Unit supervisors shall have the responsibility, upon notification of a member's illness, to start a City of Reading *Request for Leave* form and to log the absence on the day log.
- F. It shall be the full-time and part-time member's responsibility to complete the *Request for Leave* form anytime sick time is used and forward it to the Fire Chief.
- G. A member who has been off duty three consecutive days or two consecutive tours of duty, must furnish a doctor's excuse to the Fire Chief.
- H. It is the responsibility of any paid-on-call member to notify the Fire Chief of any illness/injury that may keep him/her from answering alarms or attending drills for one (1) week or more.
- I. Requesting to use or using sick leave for any reason for which it is not available under the City of Reading's Sick Leave Policy is a serious violation, subject to severe discipline (up to and including termination).

- J. A member who has exhausted his/her sick leave balance shall be subject to termination after forty (40) hours of absence without pay, in a twelve-month period, irrespective of the number of incidents used in the calendar year.

POLICY

- A. Full-time members of the Reading Fire Department shall follow the sick leave policy adopted for the City of Reading.
- B. Sick leave usage shall be measured in terms of number of incidents per calendar year.
- C. The City of Reading Sick Leave Policy defines an incident as a total time period of four or more hours.
- D. Each period of consecutive days absent shall constitute one incident regardless of the duration of the period of consecutive absence.
- E. A no-fault disciplinary action will be imposed when an employee, who has a sick leave balance, has accumulated an excessive number of sick leave incidents within a calendar year. Corrective disciplinary action will be administered according to the schedule in the City policy.
- F. Incidents when a member is absent due to a job-related injury shall not be counted as an incident under the schedule.
- G. The schedule provided is in addition to disciplinary action that may be taken if a member repeatedly uses sick leave for short periods of time which do not constitute incidents. This provision is intended to cover members whose absences are so frequent as to significantly impact the operations of the City.

PROCEDURE

Members shall notify the proper authority of any illness or off-duty injury that keeps them from duty, using the guidelines contained herein.