


HAVERFORD TOWNSHIP POLICE DEPARTMENT OPERATIONS MANUAL		
Issue Date February 2021	Review Date February 2022	Directive Number 6.1.4
Accreditation Index:		Rescinds: Directive 6.1.4 of November 2019
Chapter: Six - General Procedures		Section: One – Organization & Management
Chief of Police: <i>John F. Viola</i>		

SUBJECT: SICK LEAVE

I. PURPOSE

The purpose of this directive is to inform all Haverford Township Police Department fulltime employees of the rules, regulations, and procedures for the use of paid sick leave, as well as the amount of sick leave available to a fulltime employee during a calendar year. Accumulation of sick leave is a contractual issue and is not addressed in this directive. Part time employees of the Department are not eligible for paid sick leave benefits.

II. POLICY

Sick leave with pay shall be granted to any fulltime employee, with available sick leave hours, for absence from duty because of illness or non-service connected injury. Employees reporting off as sick and not having sick leave hours available shall not be paid for the sick time used.

Sick leave hours are to be used by eligible employees strictly for illness or non-service connected injury which impairs the employee’s ability to perform their assigned duties. Sick leave shall not be used for any purpose not outlined in this directive. Abuse of sick leave and/or non-compliance with rules, regulations, and procedures outlined in this directive shall subject the employee to appropriate disciplinary action as outlined in the Code of Conduct and the Code of Discipline.

III. DEFINITIONS

- Off Duty Employment –** Any employment, including self-employment, not within the scope of your official duties that will not require the use or potential use of law enforcement powers by the off duty police officer.
- Paid Details –** Assignments that are requests from businesses, schools, private citizens, organizations, etc. requesting the services of an off duty officer at a legitimate function or event. This assignment shall be approved, scheduled, and administered by the Haverford Township Police Department.
- Special Off Duty Assignments –** Assignments requiring the use of off duty officers to participate in special investigations, functions or events involving the Department. This assignment shall be approved, scheduled, and administered by the Haverford Township Police Department.
- Scheduled Duty Hours –** For purposes of this directive, scheduled duty hours are the hours the employee would have been working on the day the employee reported off as sick.

IV. SICK LEAVE BENEFITS

- Civilian Employee -** For purposes of this directive a civilian employee is any non-sworn employee, with the exception of Information Assistant personnel. Full Time Civilian employees shall receive 84 hours of paid sick leave per calendar year.
- Information Assistants –** Shall receive 96 hours of paid sick leave per calendar year.
- Sworn Personnel -** Shall receive 96 hours of paid sick leave per calendar year.

V. PROCEDURES

A. Reporting Off Sick

All employees reporting off sick shall:

1. Notify DELCOM at least ninety (90) minutes prior to the time scheduled to report for duty and request that the on duty supervisor contact them (provide a contact number)
2. Notification to DELCOM shall be made prior to each day of absence, unless an exception is granted by the employee's Division Commander.
3. When contacted by the supervisor, the employee shall provide the following information.
 - a) Location where the employee will be confined;
 - b) The name and relationship of the person calling, if the employee cannot call, along with a contact phone number.
4. When an employee has an illness or injury that will keep the employee off duty for an extended period (three or more days), the employee may request his/her supervisor to record the expected days off. When an employee is on this extended sick leave it shall be the employee's responsibility to inform a supervisor of their return to duty at least 24 hours prior to their next assigned duty hours.
5. An employee sustaining a non-service injury shall report this injury to his/her immediate supervisor within two (2) working days after the injury occurred. This report shall be in writing and shall detail the nature of the injury and the expected date of return to duty, if known. In the event that the injured employee is hospitalized or physically unable, preparation of this report shall be the responsibility of the first supervisor notified of the injury. This report shall be forwarded to the employee's Division Commander.
6. An officer shall remain at his or her place of residence or confinement during the applicable scheduled shift; except that he or she may leave to visit a physician, hospital, pharmacy or other place to receive medical related treatment or diagnosis. Officer(s) shall notify the department by phone upon leaving his/her place of residence or confinement.
7. If an officer needs to visit any other location during the applicable scheduled shift he/she must have prior approval by his/her patrol supervisor (or higher ranking personnel).

NOTE: The purpose of this procedure is to allow employee to leave their place of sick confinement for basic personal, injury or illness related needs. Abuse of this procedure may result in disciplinary action.

B. TREATMENT CERTIFICATES

1. After the third consecutive day of absence, the employee shall obtain a certificate of treatment from a licensed physician indicating the date the employee can return to duty.
2. This certificate of treatment shall be presented to his/her supervisor before the employee is permitted to return to duty. Supervisors shall ensure that the original certificate is forwarded to the Chief of Police.
3. After the tenth (10th) consecutive day of sickness or non-service injury the employee must obtain an additional certificate of treatment from a licensed physician. Each additional ten (10) day period shall require an additional certificate of treatment.
4. The Chief of Police shall have the discretion to have any employee returning from sick leave examined by a licensed physician retained by the Township of Haverford.
5. All certificates of treatment, whether required by this directive or obtained at the officers discretion must be presented to his/her supervisor upon their next scheduled work day.

C. RETURN TO DUTY

1. The returning employee shall submit to his/her supervisor all certificates of treatment covering the entire period of absence.
2. After a period of absence of ten (10) consecutive days or more, and prior to returning to duty, the employee may be examined by a licensed physician retained by the Township of Haverford to be certified fit for duty prior to returning to duty.
3. Supervisors shall ensure that employees submit all required certificates of treatment before returning to duty. Supervisors shall forward the original certificates to the Division Commander.

D. RESPONSIBILITY OF EMPLOYEE ON SICK LEAVE

1. The employee on sick leave shall not perform or participate in any activity which may prolong or aggravate an injury or illness.

- a) In the event that an employee engages in activity which may be viewed by the Department as having the potential to prolong or aggravate an injury or illness, the employee may be required to submit a report from a licensed physician indicating the activity will not prolong or aggravate the injury or illness which is keeping the employee from coming to work.
2. An employee on sick leave is prohibited from engaging in off duty employment.
3. Employees on sick leave are prohibited from engaging in paid details and/or special off duty assignments during scheduled duty hours.

E. SICK LEAVE VISITS

1. Employees on sick leave may be visited, at reasonable hours, by a supervisor or commanding officer.
2. A complete written report shall be prepared and forwarded to the Division Commander. Each visit shall require a written report.

F. SICKNESS WHILE ON DUTY

In the event an employee becomes sick while working, sick time shall be deducted as follows:

1. Employees working twelve (12) hour shifts:
 - a) Reporting off sick up to three (3) hours – Twelve (12) hours deducted.
 - b) Reporting off sick from three (3) hours to nine (9) hours – Six (6) hours deducted.
 - c) Reporting off from nine (9) hours to twelve (12) hours – Zero hours deducted.
2. Employees working eight (8) shifts:
 - a) Reporting off sick up to two (2) hours - Eight (8) hours deducted.
 - b) Reporting off sick from two (2) to six (6) hours – Four (4) hours deducted.
 - c) Reporting off sick after six (6) hours – Zero hours deducted.

3. Employees working seven (7) hour shifts:
 - a) Reporting off sick up to two (2) hours – Seven (7) hours deducted.
 - b) Reporting off sick from two (2) to six (6) hours – Four (4) hours deducted.
 - c) Reporting off sick after six (6) hours – Zero hours deducted.

G. EXCESSIVE USE OF SICK LEAVE

1. An employee will be placed on the excessive use of sick leave list when:
 - a) He/she in a calendar year uses a total of 60 sick hours or more without a medical certificate.
 - (1) The employee will be notified by his/her commanding officer after having used 48 sick hours that 12 additional uncertified hours of sick leave during a calendar year will result in the employee being placed on the excessive use of sick leave list.
 - b) He/she develops of pattern of taking sick leave, which includes but shall not be limited to the following:
 - (1) Four or more occurrences of undocumented sick use on any specific day of the week.
 - (2) Two or more occurrences of undocumented sick leave after being denied other leave.
2. An employee will be placed on the excessive use of sick leave list for a rolling 12-month period from the time of being placed on the list, or from the time a violation resulting in disciplinary action occurs while on the list.
 - a) An employee on the list must present a medical certificate of treatment for all subsequent use of sick leave.
 - b) After being placed on the Excessive Use of Sick Leave list the employee will be monitored as follows:
 - (1) First absence without certification-written reprimand.

- (2) Second absence without certification-One (1) day suspension
 - (3) Third absence without certification-Three (3) day suspension
 - (4) Fourth absence without certification-Ten (10) day suspension
 - (5) Fifth absence without certification - Suspension with intent to dismiss.
3. An employee with a sick leave balance in excess of 359 hours or an officer enrolled in the DROP program and would otherwise have had in excess of 359 hours will not be placed on the list without formal inquiry with the Chief of Police or his/her designee and a Fraternal Order of Police representative.
 4. The Fraternal Order of Police representative will be notified monthly of all bargaining unit members placed on the excessive sick leave list. This notification will be made by the employee's Commanding Officer.
 5. Absences related to approved Family Medical Leave Act or prolonged sickness with doctor's certificate is not deemed occurrences for the purposes of this section and is not subject to discipline.

BY ORDER OF THE CHIEF OF POLICE