

7.0 SICK/DISABILITY LEAVE GUIDELINES draft 1/22/09

Done
2/24/09
J.C. ✓

Approved to
Go ahead to
command
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New changes in (blue) Changes that need admin decision in green.

General

The purpose and scope of these procedures are intended to provide consistent documentation, and define the process that each employee is required to follow upon initiating, and during the course of, extended Sick/Disability Leave.

Extended Sick/Disability Leave for **Commissioned and Appointive employees** is defined as a medical condition that requires continuous time away from an employee's normal work assignment that exceeds five (5) regular workdays. 2-full sets of sick leave (2-3 day Patrol sets , 2-4 day sets in other assignments) ✓

Extended Sick/Disability Leave for **AFSCME employees** is defined as a medical condition that requires continuous time away from an employee's normal work assignment that exceeds three (3) regular workdays.

These procedures shall affect all full and part-time Police Department employees.

Elective Medical Care

In the instance of elective medical care and/or surgery, the employee will ensure that all required medical forms are properly filled out and on file with their division lieutenant, or the Administrative Services Division Lieutenant, prior to going on Sick/Disability Leave.

The City of Everett Sick Leave policy states: "Where leave is foreseeable and thirty (30) days notice has been given, medical certification must be provided before the leave begins."

Non-Elective Medical Care

When an employee becomes aware that a medical condition or injury will require a period of time away from the Police Department that exceeds five (5) continuous 2-full sets of scheduled workdays for Commissioned and Appointive ✓

employees or three (3) continuous workdays for AFSCME employees, the employee will immediately notify their division lieutenant.

The employee will also be required to ensure that the "Certification of Physician or Practitioner" form is completed and submitted to their lieutenant immediately after notification. The division lieutenant will inform their division captain of the employee's Sick/Disability Leave as soon as possible.

~~If an employee's Extended Sick/Disability Leave is expected to exceed thirty (30) calendar days, the employee will be transferred to the Administrative Services Division for the duration of the leave.~~ ✓

7.01 SICK/DISABILITY LEAVE FACILITATION

Upon receipt of notification of an employee's "Elective Sick/Disability Leave Request," or if the employee's need for medical care is due to an accident or sudden illness, the employee's division lieutenant will:

- Contact the employee as soon as possible, to provide specific information concerning Sick/Disability Leave, Police Department expectations, and verify the estimated period of time the employee will be on leave.
- Provide the employee with the "Extended Sick/Disability Leave Request" form, FMLA Policy, FMLA Request Form, and Physician Certification Form;
- Provide LEOFF 1 employee with the "LEOFF 1 Disability Board" form and, if necessary, the Application for "Disability Leave/Retirement" form.
- ~~If an employee's Extended Sick/Disability Leave is expected to exceed thirty (30) calendar days, arrangements will be made to transfer the employee to the Administrative Services Division.~~

7.02 SICK/DISABILITY LEAVE MANAGEMENT

An employee's division lieutenant or the Administrative Services Division Lieutenant will be responsible for monitoring an employee's extended Sick/Disability Leave. ~~Ensuring~~ in an effort to provide continued support and assistance to the employee. ~~is of the utmost importance.~~

Officers on extended sick leave as defined above will be transferred to Administrative Services. (Any requests to deviate from this procedure will be made through the Chain of Command with notification to the Administrative Services Lieutenant). ✓

When a supervisor requests a transfer of an officer to Administrative Services, they will need to provide information to the Services Lieutenant concerning whether or not the transfer is related to an L & I claim or not. This information is required for time-loss documentation to Risk Management.

- ~~If an employee's Extended Sick/Disability Leave is not expected to exceed thirty (30) calendar days their Division Lieutenant will manage the employee's leave.~~
- ~~If an employee's Extended Sick/Disability Leave is expected to, or extends, beyond thirty calendar days the Administrative Services Division Lieutenant will manage the employee's leave.~~

The Extended Sick/Disability Leave Manager Will:

- Contact the employee every two weeks (on the Thursday before each payday, when possible), to obtain a medical progress report and bring the employee up to date with recent bulletins, news, and events.
- Obtain a monthly written physician's statement denoting the employee's continued care and prognosis.

Employee Requirements While on Sick/Disability Leave

While on approved Sick/Disability Leave the employee is required to:

- Contact their Extended Sick/Disability Leave Manager every two weeks (on the Thursday before each payday when possible), to report medical progress and to receive updated departmental information.
- Provide a monthly written physician's statement, denoting the employee's continued care and prognosis, to their Extended Sick/Disability Leave Manager.

Employee Re-entry Into the Workforce

When the employee is released from medical care and appropriate medical care release documentation is furnished to the Extended Sick/Disability Leave Manager, a determination will be made for the employee's re-entry into the workforce.

The length of the employee's Sick/Disability Leave will determine how the employee re-enters the workforce.

If the employee has been transferred to the Administrative Services Division and the employee's Sick/Disability Leave has not exceeded 59 days, the employee will be transferred from the Administrative Services Division to the employee's previous division for assignment.

If the employee's Sick/Disability Leave has reached 60 days, the employee will be assigned to the Field Training Program for a minimum of three days** (This isn't currently done.) ADMIN DECISION REQUIRED). A Patrol Refresher form will be completed by the FTO and following a review through the appropriate chain of command will be ~~Daily Observation Reports will be~~ submitted to the Administrative Services Division Lieutenant for review and continued assignment to the Field Training Program will be determined on a case-by-case basis.

If an officer's extended sick leave has exceeded 1-year, the employee will be assigned to the Field Training Program for a minimum of 2-full sets (6 patrol shifts) with an FTO. A Patrol Refresher form will be completed by the FTO and following a review through the appropriate chain of command, forwarded to the Administrative Services Division Lieutenant for review as to whether or not further continuation of the FTO refresher training program is needed.

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7.03 LIMITED DUTY

"Limited Duty" assignments are granted to Police Department LEOFF II employees at the discretion of the Deputy Chief of Services. Each request for a limited duty assignment is dependent upon specific Police Department needs at the time of the request. The LEOFF II employee's physical restrictions and available Police Department work assignments will be used to determine "Limited Duty" request.

LEOFF II employees seeking a Limited Duty Assignment may obtain a PD-315A "Request for LEOFF II Limited Duty Assignment" form from their Extended Sick/Disability Leave Manager. They must also obtain a medical authorization note describing their specific injury, disability or limitations. The physician authorization must include an approximate date of recovery and include that the officer is qualified to perform in a limited capacity, to include driving a City vehicle, ~~qualifying at the range~~, and carrying / using a firearm if necessary. ✓

The Everett Police Department offers its LEOFF II officers the opportunity to work at a "limited duty" status while recovering from an injury. The officer may request limited duty status if an attending doctor has placed limitations on that officer, after receiving an injury. The officer will utilize the following checklist to request limited duty:

CHECKLIST:

- Obtain a note from the attending physician explaining specific injury, limitations, approximate date of recovery and including qualification to perform in limited capacity to include driving a City vehicle, ~~qualifying at the range~~, and carrying or using a firearm if necessary.
- Contact the lieutenant of the Services Division.
- Complete the "Request For LEOFF II Limited Duty" form and submit the form for approval with the lieutenant of Services.
- Once the request is approved, the limited duty officer will report to the lieutenant of Services for assignment unless otherwise assigned.

NOTE: Limited duty may be utilized by an officer for a maximum of 16 weeks.

NOTE: An officer that has sustained an "on-duty" injury can be required by the department to work in a limited duty status. Officers on an L & I related injury that are provided with Limited Duty assignments, may decline to work in this limited duty capacity, with the knowledge that L & I will cease to pay time-loss if ✓

work is available and the employee opts not to take advantage of the limited duty offer.

Officers approved to work limited duty will generally be assigned to the Administrative Services Division, but may be assigned to other divisions as the needs of the department dictate. ~~The days and hours of assignment will follow the norm for the area of assignment.~~ All limited duty assignments are Monday – Thursday 0800-1630 hours and Friday 0800-1600 hours, unless otherwise specified and approved. ✓

Attire for limited duty will be professional business attire as described in Everett Police Department Policy 6.3 – Uniform Attire.

Requests for leave while on limited duty will be routed through the assigned chain of command. Appointments for follow-up care will be deducted from sick leave except the appointments scheduled by the City for independent evaluations or fit for duty evaluations will not result in deduction of sick leave.

When given an assignment or task, officers will advise if their specific medical limitations preclude them from performing in that assignment or completing that task. It is the responsibility of the involved officer to advise of situations that could potentially cause harm or is in conflict with medical advice.

Officer on limited duty assignments are authorized to carry their department issued firearm if, and only if:

- Their medical condition does not preclude them from safely using a firearm and ~~qualifying at the range~~ and;
- Their physician documents in writing that they are medically clear to utilize a firearm if needed.

Officers on limited duty who do carry their department issued firearm will resist taking any enforcement actions that could cause injury to themselves or others unless their lives or the lives of others are at risk. Officers on limited duty carrying their department issued firearm must ~~qualify at the range as would any other officer.~~ have qualified at the range during that specific quarter prior to their leave in order to carry a firearm while working in a Limited Duty capacity. *this is new??? ✓
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Officers will occasionally be required to testify in pending court cases even while on Limited Duty status. Those who are precluded from carrying a firearm will have a uniformed officer attend their court appearance for safety precautions.

~~Officers assigned to investigations and other plain clothes assignments may at times be authorized by the Administration to continue to work in a Limited Duty~~

~~capacity, within their current job assignment. In these cases, officers will not be allowed to:~~

- ~~• Conduct any suspect interviews or contacts.~~
- ~~• Perform any field work.~~
- ~~• Respond to any call-outs.~~

Any division supervisor requesting limited duty assistance for a specific work project will need to submit in writing the job specifications to include the length of time for the anticipated completion and any physical demands required for the job. Supervisors are reminded that Limited Duty projects must not be associated with normal patrol or investigative duties, to avoid ADA issues and conflicts. Limited Duty assignments require a beginning and an end for completion of the entire project, (not ongoing assistance or case management.) All requests for limited duty assistance will be forwarded to the Lieutenant of Administrative Services for assignment. ✓

Training Bulletin 2007-29

Date: November 5, 2007

To: All Personnel

Subject: **ADMINISTRATIVE SERVICES MANAGEMENT OF EXTENDED SICK LEAVE**

The following guidelines will be implemented when Officers go on extended sick leave and require transfers to Administrative Services. For the purposes of this document, extended leave is defined as time off in excess of 2-full sets of sick leave (2-3 day Patrol sets and 2-4 day sets in Investigations).

When supervisors request a transfer of an officer to Administrative Services, they will need to provide information to the Services Lieutenant concerning whether the transfer is related to an L & I claim or not. This information is required for time-loss documentation to Risk Management.

Once assigned to Administrative Services, all requests for Limited Duty assignments will be completed and managed through the Lieutenant of Administrative Services. All requests for Limited Duty assignments will require medical documentation to include specific injuries and any restrictions. All requests for Limited Duty work must be approved by the Deputy Chief of Services. All Limited Duty assignments are Monday – Thursday 0800-1630 and Friday 0800-1600, unless otherwise specified and approved.

Any division supervisor requesting limited duty assistance for a specific work project will need to submit in writing the job specifications to include length of time for anticipated completion and any physical demands required for the job. Supervisors are reminded that Limited Duty projects *must not* be associated with normal patrol or investigative duties, to avoid ADA issues and conflicts. Limited Duty assignments require a beginning and end for completion of the entire project (not ongoing assistance or case management). All requests will be forwarded to the Lieutenant of Administrative Services for assignment.

JAMES I. SCHARF
Chief of Police

DATE