

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**UNSCHEDULED LEAVE**  
**SUBJECT**

**DATE:** May 10, 2018

**NO:** A-12

**FROM:** CHIEF ERIC JONES

**TO:** ALL PERSONNEL

**INDEX:** Employee Leave  
Sick Leave  
Bereavement Leave

**I. POLICY**

Sick leave is not a privilege to be used at the discretion of the employee, but is granted for necessary and actual illness, disability, preventive medical, dental, optical care, or off-duty injury. Employees are encouraged to review City Manager Administrative Directive HR-20 for the City policy on sick leave. Improper or misuse of sick leave shall be deemed sufficient cause for disciplinary action.

**II. PROCEDURE**

**A. Notification by Employee**

1. Employee notification of sick leave, with the exception of Technical Services Division, shall be to the Headquarters Clerk and should be at least two hours prior to the time set for the start of the day's duties.

The Headquarters Clerk will:

- a. Obtain employee's name, shift, and sergeant and list information on the "Notification of Sick Leave" card, including time and date.
  - b. The notification of sick leave card shall be submitted to the employee's immediate supervisor via the mailbox near headquarters.
2. Technical Services Division, Neighborhood Services Section, and Fiscal Affairs & Planning Section staff will refer to applicable section standard operating procedures established by their Division [and/or Section] Commander.

**B. Doctors Certificate or Other Proof**

**1. Sworn Personnel**

- a. If an employee's illness results in an absence from work for more than three (3) consecutive days, a doctor's certificate or other reasonable proof of illness will be required by the Department Head.
- b. The Department Head and the Director of Human Resources may make such sick leave usage reviews and may require such physician's documentation they deem necessary to insure proper use of the sick leave benefit.

2. Civilian Personnel

- a. If an employee's illness results in an absence from work for more than three (3) consecutive days, a doctor's certificate or other reasonable proof of illness may be required by the Department Head. Refer to the appropriate memorandum of understanding (M.O.U.'s) for further information.

C. Family Sick Leave

1. Sworn Personnel

- a. Employees may utilize one day of sick leave per month in the case of illness or injury in the employee's immediate family. In addition, employees may utilize up to three consecutive work days once each calendar year for this purpose.

- (1) Such leave shall be restricted to employee's parents, stepparents, spouse, siblings, and dependent children.

- b. Should an employee have an illness in his/her distant family, no sick leave is permitted, but annual vacation may be used if approved by the Department Head.

2. Civilian Personnel

- a. Employees may utilize sick leave in the case of illness or injury in the employee's immediate family (parents, step-parents, spouse, siblings, and dependent children) when such illness or injury requires personal care. Such sick leave shall be limited by the Department Head, to the time reasonably required to make other arrangements for such care.

D. Accrual

- 1. Sick leave earned is determined by the various Memorandum of Understanding with employee bargaining units.
- 2. Sick leave is not earned during periods of leaves or leaves of absence without pay granted to the employee.

E. Use of Annual Vacation in lieu of sick leave.

- 1. Annual vacation is not intended to supplement an employee's sick leave, and the use of annual vacation for sick leave purposes must be approved by the Department Head. In general, an employee who calls in sick and has exhausted all of their sick leave hours will be designated Absent Without Leave (AWOL). Should this occur the employee would not be paid for the time missed and would be subject to discipline.

F. Bereavement Leave.

- 1. Bereavement leave will be granted in accordance with the employee's bargaining unit memorandum of understanding.