



**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Personnel	SOP: 2.7
Subject: Reporting Sick Leave	Executed: January 1, 2006 Revised: February 1, 2011 October 22, 2012
Approved:  Scott Cullers, Fire Chief	

PURPOSE

The purpose of this policy is to establish a standardized procedure for employees reporting sick leave for their scheduled shift.

PROCEDURE

It shall be the responsibility of each employee to notify the Battalion Officer (540) 303-0440 or an Administrative Officer (normal business hours) (540) 662-2298 when it is determined that the employee will not be able to work their scheduled shift. The following procedure options shall be followed:

Option 1 – Reporting during non-office hours

1. All personnel reporting sick leave during non-office hours for his/her scheduled shift shall make contact with the Winchester Emergency Communications Center (ECC) at (540) 662-1111 or (540) 662-4131.
 - a. Request that ECC contact the Battalion Officer to return your call.
 - b. Provide a valid phone number with area code to the ECC dispatcher.
 - c. Call before 10:00 PM the night before your scheduled shift if it is a documented illness or injury from a physician. Documentation will need to be forwarded to the office on your next scheduled shift, or
 - d. Call between the hours of 5:00 AM and 6:00 AM on the morning of your scheduled shift.
2. The Battalion Officer should make contact with the employee within fifteen (15) minutes of receiving the contact request from ECC if possible.
3. If the Battalion Officer does not respond within the fifteen (15) minute time frame, the employee shall re-contact ECC to have an Administrative Officer notified to contact the employee. Remember, personnel **must** speak with an

Officer of the Department to verify the Sick Leave notification is received and to pass on the information as appropriate.

4. The Battalion Officer shall ask how long the employee anticipates being out on sick leave and if future shifts will be impacted. The employee shall provide a contact number where they can be reached if additional questions arise.
5. The Battalion Officer has the option to request a written statement from a physician upon the employee's return to work as outlined in the City of Winchester Comprehensive Employee Management System (CEMS).

Option 2 – Reporting during normal office hours

1. All personnel reporting sick leave during normal office hours for his/her next scheduled shift shall make contact with an Administrative Officer at (540) 662-2298 if it is a documented illness or injury from a physician. Documentation will need to be forwarded to the office on your next scheduled shift,
2. The Officer shall ask how long the employee anticipates being out on sick leave and if future shifts will be impacted.
3. The Officer has the option to request a written statement from a physician upon the employee's return to work as outlined in the City of Winchester Comprehensive Employee Management System (CEMS).

ADDITIONAL NOTES

If an employee is out on sick leave for more than three (3) consecutive scheduled shifts, they will be required to complete FMLA (Family Medical Leave Act) paperwork. This can be obtained from the Fire and Rescue Administration office.

If an employee is injured on off-time and not permitted to work by physician's orders, a release notice to un-restricted active duty is required to return to work.