



NO. 2.23

CRYSTAL POLICE DEPARTMENT

TITLE: SICK CALLS  
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**PURPOSE**

This policy relates to any and all sick calls for police employees.

**SCOPE**

All Police Department employees.

**POLICY**

All personnel when calling in sick shall call the Police Department as early as possible but no later than one (1) hour prior to the time scheduled to report for duty. (Notification is to be made for each day of absence, except for prolonged illness where arrangements for an extended leave have been). Personnel assigned to the Patrol Division shall notify the on-duty supervisor (Sgt. or OIC) and speak to that person directly. Personnel assigned to the Investigative Division shall notify the Investigative Lieutenant and the Records Unit. All other police employees shall notify their direct supervisor.

Members who have used less than three (3) days of sick leave must submit an Employee Request for Leave form to their supervisor immediately upon their return to work. This form must be submitted whether the employee used the sick time for their own illness, time at home with an ill family member, any leave covered by the Family Medical Leave Act, or funeral leave.

Members requesting sick leave for three (3) or more consecutive days shall submit a physician's note with the Employee Request for Leave report to their supervisor immediately upon their return to work.

Employees may not engage in outside employment of any kind during absences from the police department because of illness, injury or family leave unless approved by the Chief of Police.

## **SICK LEAVE AND TRAINING SESIONS**

It is expected that any member of the department, assigned or enrolled to attend a school or training session, will contact (leave message or speak directly to) the Deputy Chief if that session is missed due to illness.