



**COMMUNICATIONS PERSONNEL
POLICY/PROCEDURE**

Policy No.	2034	Date Issued:	June 10, 1999
Section:	2000 – Personnel Procedures	Date Revised:	August 9, 2023
SUBJECT: APPROPRIATE USE OF PAID SICK LEAVE			
APPROVED:	<u><signed copy on file></u> Amethyst Uchida, General Manager		

1.0 Purpose

- 1.1 To provide a procedure through which the Authority and its managers can ensure the appropriate use of paid sick leave.
- 1.2 To provide a procedure for requiring employees to provide satisfactory evidence of sickness or disability prior to authorizing payment for sick leave hours.

2.0 Procedure

- 2.1 To ensure an employee's use of paid sick leave is appropriate, the General Manager may require satisfactory evidence of sickness prior to authorizing payment for sick leave hours.
 - 2.1.1 The General Manager's authority to require such evidence is contained in Policy No. 1250 (Sick Leave) and Section 12.1 of the MOU between the Authority and Operating Engineers Local No. 3.
- 2.2 Appropriate use of sick leave is a distinct and separate issue from excessive unscheduled absences which are defined in Policy No. 2032 (Attendance Standards).
 - 2.2.1 Excessive unscheduled absences are an issue regardless of the legitimacy of an employee's illness.
 - 2.2.2 Appropriate use of sick leave is an issue specifically regarding the legitimacy of an employee's illness.

- 2.3 Once these issues are separated, the requirement for satisfactory evidence of sickness (a doctor's note) is a tool to ensure the appropriate use of sick leave and does not apply to the issue of excessive unscheduled absences.
- 2.4 The General Manager may require satisfactory evidence of sickness any time circumstances surrounding an employee's sick leave raise doubt as to the legitimacy of that illness.
- 2.4.1 Examples of circumstances which may raise doubt as to the legitimacy of an employee's illness include, but are not limited to:
- Obvious patterns of absences (always on a Sunday).
 - Sudden increase in use of paid sick leave.
 - Calling in sick for a previously denied day off.
 - Patterns of numerous days of absence per each event.
- 2.5 As it is the Supervisor's responsibility to monitor and manage employee performance, typically the supervisor will be the first manager to doubt the legitimacy of an employee's illness.
- 2.5.1 Typically, the requirement for an employee to provide satisfactory evidence of sickness will be recommended to the General Manager by a Supervisor.
- 2.5.2 This recommendation process has the added benefit of encouraging consistency of application by the Supervisors and the General Manager.
- 2.6 Failure to provide required evidence of sickness will result in denial of payment for sick leave hours and may result in corrective and/or disciplinary action.