
Ames Fire Department Standard Operating Guidelines

Book: 1 - Organization

Section: V – Personnel Policies and Procedures

Chapter: 1 – **Sick Leave**

Date Approved: 10-08-2007 Revision No.: 1

Approved by:



PURPOSE:

Provide direction and clarification for sick leave usage for the members of the Ames Fire Department.

POLICY:

Sick leave policy is covered under the City of Ames Personnel Policies and Procedures (found at N:\SHARED\Human Resources\Personnel Policy) manual and under the City of Ames and International Association of Firefighters Local 625 (found at N:\SHARED\Human Resources\Union Contracts) agreement.

These additional departmental policies clarify sick leave procedures within the guidelines of those two documents.

PROCEDURE:

- Personnel on sick leave should notify the Shift Captain or his designee at Station 1 before 0630 hours of their duty day. Information should include nature of illness/injury and expected duration of absence if known.
- Sick leave is granted in ½ hour increments.
- Sick leave is not a benefit provided as a substitute for vacation, nor does it provide the opportunity to work at outside employment.
 - If you are sick it is expected you will stay home, except for a trip to the doctor or pharmacy.
 - In some situations it may be permissible to resume some outside activities even though you're unable to return to duty, however it must be communicated to and cleared through the Chief's office.
- Personnel with an extended illness or injury are expected to communicate regularly with the Chief's office as to status of injury/illness.
- When personnel are absent for more than three calendar days, a doctor's slip may be required stating the nature of the illness/injury.
- In the event of a serious illness/injury the employee will need a physician's statement as to fitness to return to duty.