

EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE

ARTICLE 2: ADMINISTRATIVE POLICIES

EFFECTIVE DATE: 04-01-1993

SECTION 18: SICK LEAVE NOTIFICATION

REVISED: 04-12-2006

2.18.1 **PURPOSE:** To establish a policy for notifying the District when personnel will be sick.

2.18.2 POLICY:

DUTY: All personnel reporting in sick shall notify their Respective Station Captain where they were scheduled to report no later than 0645. This facilitates scheduling and possible work assignment changes.

ADMIN: All office staff reporting in sick shall notify the Administration voice mail by 0730.