

**EL DORADO COUNTY FIRE PROTECTION DISTRICT
STANDARD OPERATING GUIDELINE**

**ARTICLE 2: ADMINISTRATIVE POLICIES
SECTION 19: SICK LEAVE**

**EFFECTIVE DATE: 01-01-1992
REVISION DATE: 12-01-1993**

2.19.1 ELIGIBILITY

2.19.1.1 All full time employees shall be eligible for sick leave six months after their date of hire.

2.19.2 COMPUTATION

2.19.2.1 56-hour employees shall earn 7.4 hours of sick leave per pay period.

2.19.2.2 40-hour employees shall earn 4.0 hours of sick leave per pay period.

2.19.3 ACCUMULATION

2.19.3.1 56- hour employees shall have an unlimited accumulation of sick leave.

Any employee (safety personnel) using three (3) shifts of sick leave or less during the calendar year is to be credited with one (1) additional vacation shift the following year.

2.19.3.2 40-hour employees shall have an unlimited accumulation of sick leave.

2.19.3.3 There shall be an unlimited accumulation upon retirement. The employee shall have the option to convert the sick leave toward years of service, pursuant to the District's contract with the public Employees Retirement System

2.19.4 USE OF SICK LEAVE

2.19.4.1 A doctor's statement of illness will be required as follows:

A. 40-hour employees after three- (3) 8 hour shifts.

B. 56-hour employees after three- (3) 24 hour shifts.

2.19.4.2 The employee, at the discretion of the Fire Chief or his designee, may perform light duty at the stations if able to do so in lieu of use of sick leave. This will require written permission from the physician.

2.19.4.3 Employees who have exhausted their sick leave, may use vacation leave instead.

2.19.4.4 Employees who have exhausted both accumulated sick leave and vacation, may request advance sick leave in cases of prolonged illness or incapacitation that

prevents them from performing their duties. A doctor's verification will be required. The District Board of Directors may advance one year of sick leave. Each case will be judged on its own merits. Should the employee that has drawn advanced sick leave cease to be an employee of the District reimbursement for advance sick leave to the District will be made through payroll deduction.

2.19.5 ABUSE OF SICK LEAVE

2.19.5.1 Sick leave will only be used when an employee is quarantined because of exposure to a contagious disease, or when personally incapacitated from performance of duties because of illness or injury. Use of sick leave for purposes other than those defined above will constitute grounds for disciplinary action.

2.19.5.2 Should an employee develop an apparent pattern in use of sick leave to extend normal days off or other abuses of sick leave, the matter will be investigated further and could result in disciplinary action. Each case will be evaluated on its own merits

2.19.6 TERMINATION OF SERVICE

2.19.6.1 Accumulated sick leave shall not be reimbursed when service is terminated by either the employee or the District.