

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

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**ARTICLE 2: ADMINISTRATIVE POLICIES**

**EFFECTIVE DATE: 04-01-1993**

**SECTION 18: SICK LEAVE NOTIFICATION**

**REVISED: 01-03-2020**

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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 the Respective Shift Duty Chief 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.