

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

ARTICLE 2: ADMINISTRATIVE POLICIES
SECTION 19: SICK LEAVE

EFFECTIVE DATE: 01-01-1992
REVISION DATE: 01-03-2020

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 PROCEDURE: Refer to the district's current MOU for procedures.

2.19.3 ABUSE OF SICK LEAVE

2.19.3.1 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.

2.19.3.2 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 it's own merits

2.19.4 TERMINATION OF SERVICE

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