



SYKESVILLE POLICE DEPARTMENT

SICK LEAVE PROGRAM

GENERAL ORDER 2-8 EFFECTIVE: 07/11/17

AUTHORIZED BY: *Michael A. Spaulding* CHIEF OF POLICE

I. PURPOSE

To provide the policy and procedures regarding the Town of Sykesville Sick Leave, Worker's Compensation and Light Duty Program.

II. POLICY

The Town of Sykesville's Sick Leave Program is for the benefit of all Town employees. The policy is contained in the Town of Sykesville Personnel Manual, Section 8-5, as amended, the provisions of which are contained herein.

III. PROCEDURES

A. SICK LEAVE

1. Sick leave is granted to employees of the Sykesville Police Department based on the employee's length of service.
2. Sick leave shall be accumulated on a completed hourly basis. A completed hourly basis shall include actual time worked and approved paid leave used. Each full-time permanent employee will earn the equivalent of twelve (12) days of sick leave per year.
3. Sick leave accrued is credited to the employee's account on the last day of each pay period. Sick leave may be accrued to a maximum of six (6) months or one hundred thirty (130) days. Sick leave may only be used for illness, injury or disability. Sick leave may not be used for any other purpose without the approval of the Mayor and Town Council.
4. For those employees who are members of the State Retirement System, accrued sick leave will be counted toward service credit upon retirement, which will increase their retirement benefit. These employees will not receive a sick leave payout of their accrued sick leave at retirement.
5. All permanent full-time employees may be granted sick leave in accordance with the following:
 - a. Employees shall notify their supervisor of their absence due to illness prior to the start of each tour.
 - b. Employees shall advise their supervisor of their expected date of return to duty.

- c. Sick leave ordinarily may not be used before it is accrued. In the case of serious illness or accident and with certificate of a doctor, the Mayor and Town Council may grant an advance of sick leave in the amount that will be earned during the year.
 - d. Any absence due to illness or injury exceeding two (2) days must be supported by a physician's report.
 - e. The Chief of Police will evaluate an employee's use of sick leave for sick days taken under three (3) days not supported by a physician's report. Any abuse of the sick leave policy shall be grounds for progressive disciplinary action up to and including termination.
 - f. If an employee retires directly through the Maryland State Retirement System, unused sick leave hours will be added to the service time used to calculate retirement pay, up to the maximum allowed, as provided by State law. Since creditable service determines the amount of the benefit for retirement, unused sick leave can increase the amount of the benefit. It does not, however, affect when the employee is eligible to retire. Employees should refer to their Retirement or Pension Benefits Handbook for the terms and conditions of this benefit.
 - g. For all other employees, sick leave will be paid to the employee at .20 the employee's then current pay rate and will only be paid out for a maximum of 45 days. For example, if the employee makes \$12.00 per hour, regularly works an eight-hour day and has accumulated 45 days (the maximum) of sick leave, upon termination that employee will receive a payment of \$864.00 (45 days x 8 hours = 360 hours x \$2.40 = \$864.00).
6. Use of sick leave shall be permitted in cases of employee illness or disability, including pregnancy, as well as necessary appointments with physicians or dentists and confinement to home as a result of quarantine.
7. The Chief, with approval of the Town Manager in order to prevent abuse of sick leave or to assure medical attention for an employee, may institute a policy whereby an employee may be required to submit a medical certificate signed by a duly licensed physician which authenticates a period of illness of one day or more. Examples of sick leave abuse may include, but are not limited to, the following:
- a. Any pattern of sick leave usage; such as the use of (6) days within a six (6) month period; one (1) or two (2) days at a time.

- b. Habitual sick leave absences on Mondays, Fridays and/or the days immediately before and after holidays.
 - c. Any employee with no significant accumulation of sick leave after at least three to five years of service, without sustaining a major illness during that time period.
- 8. Employees found abusing sick leave privileges will be notified and appropriate disciplinary action will be taken.
- 9. Upon request by the Chief, the Town Manager may require that the employee be examined by an appointed medical professional at any time.
- 10. In order to receive compensation while absent on sick leave, employees must notify their supervisor not less than one (1) hour prior to the time set for beginning their daily duties unless the employee is so ill as to be incapable of notification.
- 11. Upon termination of employment, an employee shall not be paid for any accrued and unused sick leave.
- 12. Upon returning from sick leave, employees may be required to produce a certificate from a licensed physician or an appointed medical professional stating they are able to perform all the duties of their position at 100 percent capability.
 - a. If any employee cannot perform the duties of their position up to 100 percent capability, they may be refused the right to return to work until capability is restored.
 - b. If, as a result of an illness an employee cannot perform the essential functions of their position, upon his or her request an attempt will be made to make a reasonable accommodation to place the employee in a position in which they are capable of performing the duties required of the position. If a reasonable accommodation cannot be made, the Town shall separate the employee from the service.
 - c. For any illness of three (3) consecutive working days or more, employees will be required to submit a certificate from a licensed physician authorizing the period of illness and indicating the employee's ability to return to full-duty status.
- 13. When a member of the Sykesville Police Department is placed on extended sick leave for a period of time exceeding thirty (30) days, all

Department property shall be turned in to the Evidence Property Coordinator. Upon return to duty the property shall be re-issued.

14. An employee shall not be allowed to accumulate annual, holiday and sick leave while on extended sick leave.
15. Sykesville Police Department vehicles shall not be operated by anyone on sick leave.

B. Workers' Compensation

1. Town employees are fully protected in the event of an injury arising out of and in the course of employment. The Town provides for its employees' liability and gives each employee full protection under the workers' compensation laws of the state of Maryland.
 - a. Employees must immediately report any injury sustained in the performance of their duties to their immediate superior by detailed reporting of the incident.
 - b. Employees suffering a workers' compensation injury will be required to have a supervisor sign an Authorization for Medical Services form and report, with the form, to the authorized Occupational Health Services Provider or the Carroll Medical Center emergency room, as appropriate, for services. The Town's authorized Occupational Health Services provider will promptly inform the Town of the injured employee's work status and will follow up with written notification to the Town.
 - c. Employees suffering an injury in the performance of duty or occupational disease shall complete a State of Maryland Workers Compensation Employer's First Report Of Injury Or Illness form and submit the original copy to the Chief of Police within 48 hours of the injury. A copy is to be forwarded to the Administrative Assistant for inclusion in the employee's medical file.
 - d. If an employee is incapacitated as a result of the injury or disease, their immediate supervisor or in cases where the immediate supervisor is unavailable, the supervisor that has been notified of the injury or illness shall then complete the necessary forms and forward same to the Chief of Police within 48 hours.
 - e. In situations where timely reporting is not possible, and where the date of the report and the date of the injury exceed five (5) working days, a supplemental letter of explanation signed by the Chief shall be attached.

- f. Failure to report an injury may affect a claim for coverage.
 - g. Participation in a non-agency sponsored sporting event, game, tournament or practice is NOT considered a duty of employment or during the course of employment with the Town of Sykesville. Workers' Compensation Insurance provided by the Town is not applicable to injuries occurring while participating in any practice, game, event or tournament or going to or from any of these activities in a personal vehicle. Town employees are personally responsible for any treatment, therapy or other medical professional service resulting from injuries while participating in a non-agency sponsored sporting event. Employees will not be compensated for lost time from work or employment as a result of said injuries, except by use of their own leave time. It is each individual's personal responsibility to determine if an event is officially sponsored by the Sykesville Police Department.
2. Any time an employee receives an injury that requires medical attention, a Return to Work Evaluation form shall be completed with a copy being maintained by the employee's supervisor, a copy being forwarded to the Chief of Police and a copy to the Administrative Assistant for inclusion into the employee's medical file.
 3. Insurance (Health, Short and Long-Term Disability, Life and COBRA)
 - a. Health Insurance – The Town allows all full-time employees to participate in its health insurance plan. The Town contributes 90 percent of the cost of the premium and the Employee contributes 10 percent. Employees can obtain detailed plan information through the Town Manager's office.
 - b. Life Insurance – All Full-time employee shall be provided with life insurance in an amount approximately equal to his or her annual salary. The Town pays the premiums.
 - c. Disability Insurance – The Town offers both a short-term and long-term disability benefits plan for full-time employees. The Town pays the premiums. Employees can obtain detailed plan information through the Town Manager's office.
 - d. Continuation of Health Insurance – All full-time employees are eligible for continuation of health coverage at his or her sole cost and expense. Coverage is temporary at group rates.

C. Light Duty

Light Duty status may be authorized under the following conditions:

1. This status must be requested in writing by the employee (exception for pregnancy).
2. The maximum duration of a light duty status will be twenty-eight (28) days inclusive of any paid or unpaid leave (exception for pregnancy).
3. No Town vehicles may be operated while on light-duty status (exception for pregnancy).
4. A physician's certificate is required stating the limitations and duration of the light-duty status.
5. Employees on light-duty status will be assigned to and under the direction of the Chief of Police. Duty assignments will come from the Chief of Police upon consultation with and/or direction from other supervisory staff. Assignments will meet with the ordering physician's requirements and the needs that best benefit the Sykesville Police Department.
6. Employees may be required to be examined by a Town-appointed medical professional to determine status.
7. If no light-duty assignment is available, the Sykesville Police Department is under no obligation and the employee may be refused the right to return to work until capable of performing in his/her position at 100 percent capacity.
8. Professional business attire is required.
9. Employees must request and receive written approval to work any secondary employment while on a light duty-status.
10. Employees must turn in any issued weapons and badges to their respective supervisor.
11. No police action may be taken while on or off duty during a light-duty status.
12. Upon approval of a light-duty request, a Personnel Order will be issued to and acknowledged by the requesting employee.
13. Upon the employee's ability to return to a full-duty status, at any time up to and including the twenty-eight (28) days maximum, the affected employee will request in writing to be returned to a full-duty status. The

request will have a doctor's certification approving full duty attached. A Personnel Order will then be issued returning the employee to full duty. Employees unable to return to full duty will revert to sick or annual leave if available or may request Family Leave or Leave Without Pay as prescribed.

IV. CANCELLATIONS

This General Order cancels and replaces the following policies:

General Order 22.2.4, entitled Sick Leave, dated 2009.