

**Purpose**

The control of excessive sick leave is one of the primary responsibilities of management personnel at every level and must be an integral part of the management process. Excessive use of sick leave is an individual problem, therefore, careful consideration should be given to special problems the employee may be experiencing that may cause his/her sick leave to be excessive. It is recognized that the responsibility for controlling absenteeism of any kind rests with the first-line supervisors. This program has been developed to assist supervisory personnel with the control of excessive sick leave use.

**Policy**

It is the policy of the Cecil County Sheriff's Office to have control over the use of excessive sick leave in accordance with County Policies and Procedure.

**Procedure**

A. Unauthorized Use of Sick Leave

1. Use of sick leave when the employee is neither ill nor injured.
2. Frequent instances of sick leave use for an unsubstantiated illness or injury without the apparent need for a physician.
3. Patterns of sick leave usage, the use of sick leave to extend the employee's other leave time, or to affect work schedule modifications.

B. Administrative Action

1. In all instances when an employee of this agency calls out sick on unauthorized sick leave, he/she will be subject to disciplinary action as described in Chapter 2, Code of Conduct.
2. In those instances when an employee's use of sick leave is questionable; or when, because of lack of motivation, personal problems, or a conflict with agency goals or commitments, chronic absenteeism results, the employee's supervisor will counsel the employee. Counseling should be initiated as soon as the problem becomes apparent, but in no case later than the instance of questionable sick leave uses. Counseling should be directed at identifying and correcting the cause of the absenteeism and placed in the employee's F&I File.
3. All notes and copies of reports shall be kept in the employee's

F&I File by his immediate supervisor.

4. In those instances where, through counseling, questionable use of sick leave was found to be legitimate and justifiable, written documentation shall also be placed in F&I File.
5. Employees shall have the right to comment, in writing on the outcome of the counseling and to have their comments noted upon placed into their F&I File.
6. Medical documentation related to any employee is prohibited from placement in an F&I File. Records of a medical nature shall be forwarded for processing through the employee's Lieutenant.

C. Accumulation of Occurrences

1. All absences exceeding three (3) days will require a health provider's documentation and will include an expected return to work date.
2. An employee who accumulates occurrences will be subject to the following actions:
  - a. 5 Occurrences – Counseling Statement and Checklist for Attendance (Form SO-191) to employee and personnel file.
  - b. 6 Occurrences – Written Warning to employee and personnel file.
  - c. 7 Occurrences – Suspension.
  - d. 8 Occurrences – Recommendation to appointing authority for termination.