



CITY OF GRAND RAPIDS

ADMINISTRATIVE POLICY

NUMBER: 84-03	DATE: 12/5/84
REVISIONS: 3/6/95	
ISSUED BY: City Manager	SIGNED <i>W. M. F. - W. M. F.</i>

SUBJECT: SICK LEAVE

PURPOSE: To establish a uniform procedure for reviewing and monitoring employee sick leave usage.

POLICY:

1. An employee seeking to be placed on sick leave must notify his/her immediate supervisor as promptly as practical, depending on the circumstances, prior to the start of his/her work schedule.
2. In January and July of each calendar year management personnel from each department, division and/or office shall evaluate the sick leave used by each of their employees over the past twelve month period. Records for each employee shall be carefully reviewed to:
 - a. Detect any patterns of usage that may indicate possible inappropriate use of sick leave (i.e. Mondays and Fridays, days before or after a holiday or leave day, day after payday).
 - b. Determine the number of unsubstantiated sick leave occasions. Each sick leave request, regardless of the amount of time or number of days taken, is defined as one occasion.

Each department or office will present documentation of the review to the Labor Relations Office.

3. Employees shall be interviewed by their supervisor concerning their sick leave usage:
 - a. If the regular work shift is 8 or 10 hours per day and they have utilized sick leave without medical substantiation on at least six occasions within the previous twelve month period, OR

- b. If the regular work shift is 24 hours and they have utilized sick leave without medical substantiation on at least three occasions within the previous twelve months, OR
 - c. If less unsubstantiated sick leave occasions have been used but patterns of usage indicate possible abuse.
4. If following the interview it is determined that there is no apparent medical reason for these absences, the responsible supervisor shall issue a "Future Use of Sick Leave" letter requiring the employee to:
- a. Present valid medical substantiation upon return to work certifying the medical necessity of the absence.
 - b. Provide substantiation for each sick leave occasion for the next six months.

If valid substantiation is not provided by an employee required to do so, supervisors shall not authorize sick leave pay.

5. If the responsible supervisor elects not to issue a "Future Use of Sick Leave" letter to an employee who has utilized the maximum number of unsubstantiated sick leaves (3 or 6 occasions depending on work shift hours) he/she shall file a report to the City Manager explaining the basis for such decision.
6. The above procedure shall not be interpreted to allow sick leave without review up to the indicated standard of three or six instances. In any instance of suspected abuse of sick leave, an employee may be required to provide medical substantiation, regardless of the level of prior usage.