
Sick Leave

1045.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. Additional terms for the use of sick leave for eligible employees may be covered in the District personnel manual, employee handbook, or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as addressed in the Family and Medical Leave Policy.

1045.2 POLICY

It is the policy of the Blue Ridge Fire District to provide eligible employees with a sick-leave benefit.

1045.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences (ARS § 23-373). Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick-leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity, or other activity that may impede recovery from the injury or illness (see the Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so (ARS § 23-373).

1045.3.1 NOTIFICATION

All members should notify the Fire Chief or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the District with no less than 30 days' notice of the impending absence (ARS § 23-373).

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken (ARS § 23-373).

1045.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider or verification supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their

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supervisor at specified intervals to provide an update on their absence and expected date of return (ARS § 23-373).

1045.4.1 ABSENCE BASED ON DOMESTIC VIOLENCE, SEXUAL VIOLENCE, ABUSE, OR STALKING

Employees taking paid sick leave for three or more days for a qualified absence related to domestic violence, sexual violence, abuse, or stalking may be requested to provide reasonable documentation that the sick leave is being used for a qualified absence. The employee may choose the form of documentation to submit as provided in ARS § 23-373.

1045.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Fire Chief as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
 1. Negatively affected the member's performance or ability to complete assigned duties.
 2. Negatively affected district operations.
- (d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.

1045.6 PAID SICK LEAVE ACCRUAL

Eligible employees shall accrue one hour of paid sick leave for every 30 hours worked. Additional accrual provisions and carry over provisions for the following year will be in accordance with ARS § 23-372.

Full Time Employee Earned Paid Sick Time Accrual –

48 hours annually (1.84 hours per payroll) up to maximum accrual of 96 hours

Part Time Paid Employee Earned Paid Sick Time Accrual –

1 hour accrual for every 30 hours worked up to 40 hours annually with a maximum accrual of 80 hours

1045.7 RETALIATION OR DISCRIMINATION

Retaliation or discrimination against an employee for permitted use of paid sick leave is prohibited (ARS § 23-374).

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1045.8 NOTICE

The Fire Chief shall ensure:

- (a) Notice is posted in a conspicuous place for employees to review information on paid sick leave as required by ARS § 23-364.
- (b) Employees receive written notice of sick leave provisions that meets the requirements of ARS § 23-375.
- (c) Required information regarding paid sick leave is included with the employee's regular paycheck (ARS § 23-375).

1045.9 CONFIDENTIALITY

The District may not require an employee to disclose the details of an illness or the circumstances involved as a condition of permitting sick leave use. If the District does possess such knowledge, that information shall be deemed confidential and not disclosed except to the affected employee or with the permission of the affected employee (ARS § 23-377).