

PRINCE WILLIAM COUNTY POLICE DEPARTMENT MANUAL OF GENERAL ORDERS			
General Order: 5.03	Effective: 11/14/2018	Supersedes: 07/01/2013	Number of Pages: 1
TIME AND ATTENDANCE: SICK LEAVE			

Department members shall be guided by County Personnel Policy, in addition to this general order, for the use and accrual of sick leave. The following guidelines are specific to this Department and are in addition to, or more restrictive than, County Policy.

- A. Sworn Members who will be absent from duty for reasons which entitle them to sick leave will notify their supervisor at least one (1) hour prior to their usual report time and so advise, if known, when they expect to return to duty. If the member's immediate supervisor cannot be reached, then the concerned member will call Communications to advise they will not be in. Communications will be responsible for advising the concerned members' supervisor.
- B. Civilian Members will contact their direct supervisor at least one (1) hour prior to their usual report time if possible.
- C. In any case in which a member is absent because of personal injury, illness, or temporary disability including pregnancy, childbirth, and related medical conditions for more than ten (10) consecutive work days, they will, upon return to duty, submit a written statement or explanation of the facts (from a licensed physician) to their supervisor. When there is reason to believe sick leave is being abused, a physician's certificate may be required by the member's supervisor for shorter periods of absence.
- D. Supervisors will keep in touch with members who are on sick leave for more than one week to determine their progress toward recovery and approximate time the member expects to resume their duties. They will also determine any additional actions which should be pursued, to include FMLA, short-term disability, sick leave bank, etc. Such information will be passed on to the Division Commander and the Accounting Supervisor immediately.
- E. While on sick leave (including family leave entitling them to sick leave pay), members may not work off-duty details.