

CITY OF ALPENA
STANDARD OPERATING POLICY

SUBJECT: Sick Leave Policy for City Employees

SOP No. 28
Date Issued 4/30/99
Effective Date 4/30/99

Copies to: Mayor, Municipal Council Members, Department Heads, Supervisors, and all City Employees

PURPOSE: The purpose of this policy is to establish acceptable standards for the use of sick leave by City employees, establish a mechanism to examine situations that may indicate an abuse of sick leave, and establish corrective measures for employees who may abuse sick leave.

STATEMENT OF POLICY: It is the policy of the City of Alpena that employees shall not abuse sick leave. Abuse of sick leave is not condoned nor will it be tolerated. Employees included in a labor agreement are held accountable to the conditions set forth in their labor contract regarding sick time use. Employees not included in a labor agreement are held accountable to the conditions set forth by the City Manager and the Administrative Benefit Summary regarding sick time use.

INDICATORS OF POTENTIAL ABUSE OF SICK LEAVE: In determining potential abuse of sick leave, the City will examine sick leave records on a regular basis annually, or as requested by employee's supervisor. The examination of sick leave records will focus on patterns that may indicate an abuse of sick time. Patterns that may indicate abuse are listed below. The list is not intended to be all-inclusive, merely to serve as examples.

- Sick leave coupled with vacation leave
- Sick leave coupled with personal leave
- Sick leave coupled with compensatory time or trade time
- Sick leave coupled with non-working time
- Sick leave coupled with holidays
- Sick leave coupled with weekends
- Repeated use of sick leave for the same or similar illness and/or injury
- Excessive sick leave use

If the City establishes a pattern that may indicate sick leave abuse, the appropriate department head and/or supervisor will meet with the employee to discuss his/her their use of sick leave. After the meeting, if it is determined that there is no abuse of sick leave, the matter is resolved. However, if it is determined that there has been an abuse of sick leave, appropriate action will take place which may include disciplinary action. Disciplinary action may include the employee visiting the health care provider during each illness, and presenting the City with proof of said illness or injury. Employees who use several days for the same reason may be required to get a certification for a Family and Medical Leave of Absence (FMLA).

Alan L. Bakalarski Greg E. Sundin
City Manager

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