



<b>Wintergreen Fire and Rescue Standard Administrative Policy</b>	
Subject:	Sick Time
Reference Number:	ADM 03-006
Effective Date:	30-Jul-04
Last Revision Date:	16-Feb-19
Signature of Approval	Curtis Sheets, Chief

**Purpose:**

The purpose of this policy is to establish a standardized guideline for employees calling in sick for their assigned shift.

**Policy:**

Employees calling in sick for his/her assigned shift should notify the officer in charge of scheduling and Shift Captain as soon as possible, but no less than one (1) hour prior to the start of his/her shift. The Captain will notify the Shift Lieutenant as necessary. If discovered after 23:00 the night before your shift then only send a text message to the officer in charge of scheduling. Do not call the officer in charge of scheduling between the hours of 23:00-07:00.

The officer in charge of scheduling will attempt to find coverage for the said shift.

The officer in charge of scheduling will contact the shift captain letting him/her know the situation and who, if anyone will be the replacement for the assigned employee.

The employer has the right to require a doctor's note upon the employee's return to work.

Any sick shift that extends a pre-arranged vacation shall require a doctor's note upon return.

Any sick shift which falls on a holiday or employee's birthday shall require a doctor's note upon return.

If a staff person knows they are sick the day before a shift they shall contact the officer in charge of scheduling by no later than the 8pm the night prior to their scheduled shift so a replacement can be found.

This policy is in accordance with Wintergreen Property Owners Association Employee Handbook.

Per the Wintergreen Property Owners Association Employee Handbook, excessive use of sick time is grounds for dismissal.