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| <b>Scotts Valley Fire Protection District</b>   |                      |
| <b>POLICY: 1100</b>   | <b>SUBJECT: Sick Leave</b>   |
| <b>DATE APPROVED: 3/9/2022</b>  |  |
| <b>BOARD PRESIDENT:</b>  | <b>FIRE CHIEF:</b>  |

## **Policy 1100: Sick Leave**

1. The Scotts Valley Fire Protection District (SVFPD) shall provide sick leave hours (without loss of pay) for eligible employees. Accrual rates are detailed in SVFPD applicable collective bargaining agreements. Sick leave may be accumulated indefinitely.
2. Sick leave is hereby defined to mean the absence from duty of an officer or employee because of illness, injury, or exposure to a contagious disease.
3. No paid member shall, while off-duty on sick leave, or leave because of injury, perform any work or services for a non-departmental employer for which they will be paid. This section is in effect from the time a member reports off-duty sick or injured, until they report for full-time duty with the SVFPD. Members on such leave shall keep their immediate supervisor advised as to their whereabouts daily.
4. No member shall go off-duty due to a minor injury or illness unless they have been properly relieved by a qualified person of the SVFPD.
5. All members must promptly notify their superior officer of any inability to report for duty at the time required.
6. All members who cannot fully and promptly perform the duties required of their position, due to illness, injury, or other mental or physical conditions shall be relieved of all duty.
7. All members who are relieved of duty due to illness, injury, or other mental or physical conditions and are being treated by a doctor, physician, or other legally qualified individual shall not return to duty until fully released by said doctor, physician, or legally qualified individual in writing.
8. Sick leave shall be deducted for actual time not worked due to injury, illness, exposure to a contagious disease and/or due to required attendance of a member with a member of their immediate family seriously ill or in case of a family death.
9. No person shall be entitled to sick leave with pay while absent from duty on account of any illness or injury purposely self-inflicted or caused by any willful misconduct.

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10. No person shall receive sick leave privileges for injury or illness caused by the employee's outside employment for monetary or personal gain.
11. No compensation for accumulated sick leave shall be provided to any employee who is terminated for unsatisfactory performance, or because of discipline imposed.
12. Employees who abuse sick leave privileges will face disciplinary action up to and including suspension or dismissal from the SVFPD.
13. The Fire Chief may require a verification/certification from a qualified health care provider before allowing sick leave to be used.
14. During extended absences, light duty assignments may be available based on policy.
15. Bereavement leave is in the MOU and time off for serious illness is in the California Family Right Act (CFRA) and Family Medical Leave Act (FMLA).
16. Pregnant employees may take sick leave based on certification from a qualified health care provider.