



SPRINGFIELD TOWNSHIP POLICE DEPARTMENT
Wyndmoor, Pennsylvania

Policy 5-17

Policy Title: Sickness or Injury Absence

Date of Issue: December 1, 2022

Rescinds: None

By Authority of:

Chief of Police

I. Definition

Sick Leave is defined as any absence due to illness or injury suffered by an officer which prevents the normal performance of an officer's regular duties as defined by the current collective bargaining agreement.

II. Policy

- A. The regulations herein shall apply to the sworn personnel of the Springfield Township Police Department.
- B. Authorized sick leave with pay shall be granted to an employee for absence from duty because of:
 1. A non-service connected sickness, injury, disability or other medical condition which would prevent the employee from performing their assigned duties effectively.
 2. Appointments while on duty with doctors or other recognized practitioners for treatment of conditions as described above that cannot be scheduled during non-working or off-duty hours.
 3. Absence with the approval of the Chief of police for other medically related conditions.
 4. Sick leave shall not be granted to any officer seeking elective medical treatment and / or surgery of a cosmetic nature that is not the result of accident or illness. Elective medical treatment shall be defined as "any medical treatment that is not necessary for the health and safety of the officer." Treatment that is certified by a medical doctor to be necessary for the prevention of further medical complications related to a present or existing medical condition or illness is not considered to be elective.

III. Procedures

- A. Police personnel taking sick leave shall notify the on-duty shift supervisor as soon as possible, but in no case less than two hours prior to the assigned shift, except in cases of sudden illness or injury. The notification shall include the nature of the illness, the expected date of return, and the location of confinement if not at home. If the officer desires to keep the nature of their illness or medical disablement confidential, they may opt to restrict the nature of the condition to the Chief of Police only.
- B. The on-duty shift supervisor shall ensure that adequate coverage is available on the shift where the absence is to take place, and if necessary, make the necessary notifications to fill any vacancies.
- C. The on duty shift supervisor shall initiate a time off request in the department's electronic scheduling software, as well as enter the sick leave absence information on the Daily Report Sheet under the heading "Officer Sick."

IV. Regulations

- A. Any officer on sick leave will not leave their home during the 24 hour period which began at the time they reported off sick or injured, except to seek medical consultation or treatment, or unless approved by the Chief of Police.
- B. If an officer must leave their home to seek medical consultation or treatment, the officer shall notify the on-duty shift supervisor of the need to leave the home and again upon returning home, and an entry will be noted on the Daily Log.
- C. The officer will notify the on-duty shift supervisor of their absence on a daily basis as required above, unless the officer has provided a definite date of return.
- D. The officer will notify the on-duty shift supervisor when they are fit for duty at which time they are no longer required to follow the restrictions as set forth in this section. However, an officer may not be assigned an overtime detail until such time as they have reported for regular duty and completed one full duty shift (8-12 hours).
- E. An officer shall not engage in outside employment/part-time employment during an absence from a scheduled shift.
- F. Any officer found absent from their home, except as specified in this policy, may be subject to disciplinary action.

V. Certifications

- A. All personnel must submit a doctor's certificate when absent for three (3) or more consecutive scheduled working days. The medical certificate must fully explain why the extended absence was required. Proof of illness may also be required for any length of absence if there appears to be reasonable belief that there is an abuse of sick leave privileges.
- B. If the medical absence is expected to be for an extended period of time, a doctor's certificate must be provided that explains the need for the absence and the expected date of return. This certification must indicate that the officer is unable to reasonably perform light duty assignments such as clerical assistance in the Detective Division and / or Traffic Safety or, if a supervisor, assigned in-house administrative duties. This certification must be provided as soon as reasonable after the condition is diagnosed. An extended period for the purpose of this policy is in excess of two scheduled work weeks. Additional certification may be required periodically at the discretion of the Chief of Police.
- C. Police Officers may be required to submit to a physical examination at the direction of the Chief of Police, at the Township's expense.

VI. Supervisors' Responsibilities

- A. It is assumed that employees using sick time are doing so for legitimate medical reasons. Supervisors will address the use of sick time accordingly. However, if an employee's actions arouse reasonable suspicion that they are abusing that trust, the employee's supervisor shall follow these procedures to correct the issue:
 - 1. The supervisor will meet with the employee and discuss any concerns. If, after counseling, the supervisor still has a reasonable suspicion of misuse, that supervisor may perform phone checks and / or visit the home of that officer on sick leave to verify the leave and the officer's presence at home, per above.
 - 2. If the supervisor is not satisfied that the matter has been corrected, they shall provide the Chief of Police with a detailed history of the issue including corrective measures taken and include a proposed continued course of action, and / or discipline.

