

SICK LEAVE FOR UNEXPECTED ILLNESS/INJURY

Employees incapacitated for duty as a result of unexpected illness or injury must, when possible, personally telephone the appropriate designated supervisor as soon as possible in accordance with the established procedures for their section. Medical certification may be required for any absence due to claimed illness. Required medical certification must meet the following criteria:

- 1) They should state the nature of the illness or injury.
- 2) They should state that the employee was under a physician's care for the period in question.
- 3) They should state that the employee was incapacitated for duty throughout the period in question.
- 4) They must be signed by the attending physician.
- 5) They must be submitted upon the employee's return to duty when possible.

Medical certificates failing to meet these criteria will result in disapproval of the sick leave request.

All absences due to claimed illness extending beyond three days must be supported by medical certification meeting the above listed criteria. An unexcused absence will be charged as AWOL. AWOL is a serious offense and may be considered just cause for discipline.

Employees who are repeatedly unable to report for duty as scheduled due to claimed illness are subject to discipline and/or discharge regardless of whether sick leave is approved or disapproved.