



Clarke County Fire and Rescue

Standard Operating Guideline

Subject: Sick Leave	SOG: 300.08	Page 1 of 2
Category: Personnel – Sick Leave		Sub Category: Sick Leave
Approved by: Fire and EMS Director		Effective Date: 7/1/2017

Purpose

To establish a Standard Operating Guideline for all employees who take advantage of the use of “Sick Leave” when absent from work.

Definitions

The following definitions have been adopted for use;

- Sick Leave – The time allotted in lieu of work as designated in the Clarke County Personnel Policy
- Staffing Officer – A supervisor who is responsible for establishing and maintaining the departments staffing levels

Procedure

1. Reporting the use of Sick Leave
 - a. Employees wishing to use sick leave must contact the staffing officer a minimum of 1 hour prior to the start of their shift via phone and leave the following information.
 - Name
 - Date they are using sick leave
 - The date they plan on returning to work
 - The reason for the use of sick leave
 - b. The employee will allow up to 20 minutes for the Staffing Officer to return their phone call.
 - c. If the employee does not receive a phone call back from the Staffing Officer they must contact the Director.
 - d. The employee will allow up to 20 minutes for the Director to return their phone call.
 - e. If the employee does not hear back from the Director or the Staffing Officer they will report to work and continue to try and contact the Director or the Staffing Officer.

2. Filling vacancy

- a. When a vacancy is created due to the use of sick leave the Staffing Officer will first attempt to contact any full-time or part-time employees who have signed up for "Availability" in the staffing system.
- b. Employees signed up for "Availability" will be chosen based on the following;
 - Needed position (ALS or BLS)
 - Date of signup (employee signed up for longest period of time)
 - Seniority (employee with most time in department)
 - Total number of currently scheduled hours
- c. The Staffing Officer will contact each employee (signed up on the Availability list) individually.
- d. The employee will be allowed 1 denial of shift per calendar year; additional denials will result in disciplinary action.
- e. If no employees have signed up on the "Availability" list a page will be sent through the staffing program to all employees who qualify for the shift.
- f. Any employee wishing to work the shift must contact the Staffing Officer or Director (whoever sent the message) and request to "pick up" the shift.
- g. If no employee responds within the 20 minutes to the shift request, the Staffing Officer will repeat the process.
- h. If after the second shift request is sent and no employees respond or in order to maintain staffing the Staffing Officer may enact the Holdover Policy.