

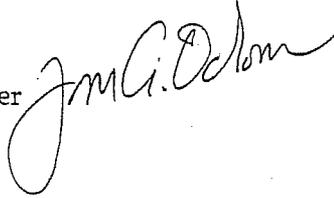
MEMORANDUM

TO: All Department Heads

FROM: Tom A. Odom, City Manager

DATE: June 18, 1997

RE: **Administrative Directive - Control of Excessive Leave Use**



The purpose of this Administrative Directive is to control excessive sick leave in accordance with the City of Greenfield Personnel Policy.

The Personnel Rules define the City of Greenfield's policy on the use of sick leave. Generally all absences require a statement from the employee specifying the reason for which sick leave pay has been requested. In addition whenever an employee is absent for more than two consecutive days for reasons of the employee's personal illness or temporary disability a doctor's statement concerning that illness or disability is required.

Finally the policy provides that the Personnel Officer may require a physician's statement whenever repeated absences of two (2) days or less occur repeatedly. This directive has been issued to provide guidance on the application of this standard. Department heads are expected to recommend appropriate action when repeated absences suggest excessive sick leave use.

Please see that a copy of the attached Administrative Directive is given to each employee and that they understand the procedures involved in ensuring compliance with sick leave provisions of the city's personnel policy.

ADMINISTRATIVE DIRECTIVE

Control of Excessive Sick Leave Use

Purpose: To control excessive sick leave and prevent abuse of sick leave policy in accordance with Rule 19, entitled SICK LEAVE, City of Greenfield Personnel Rules.

Definition: Sick Leave Program

The sick leave program is designed to provide employees with two benefits:

- a. Available paid leave for a reasonable amount of short-term illness; and,
- b. Provide a savings bank of time to ensure available paid leave for long-term illness.

In order to ensure that the sick leave program is being utilized for both purposes, all city employees will be monitored to ensure that their usage of sick leave benefits is not excessive. "Excessive usage" is defined as follows:

- a. Where an employee utilizes more than four days of sick leave in any calendar year in connection with the day before or after a holiday, or first or last day of a work week/shift.
- b. Where an employee is absent from work on at least eight separate occasions for a total of sixty-four hours or more in any calendar year. Such usage should be compared with the average usage in the city work-force and should be reviewed in light of an occupational illnesses or exposures.

Excessive sick leave use is not prima facia evidence of sick leave abuse. It is a reasonable indicator that there may be either a wellness problem or sick leave abuse. It is the intent of this program to identify the cause of such use and take appropriate corrective action which may include both counseling and/or disciplinary action.

Excessive Use Program

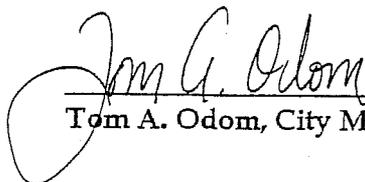
Once an employee has been identified as having excessive sick leave usage as defined above the employee will enter the following program:

- a. The first time an employee is identified as having excessive usage the employee shall be counseled by their supervisor and shall receive a sick leave reminder memorandum, a copy of which will be maintained by the supervisor and not placed in the employee's personnel file.

- b. If an employee is identified as having had excessive sick leave usage twice within a two year period the employee will be counseled by their supervisor and memorandum reporting that counseling session will be given to the employee and placed in the employee's personnel file. All sick leave usage from the date of that counseling session for the period of one year will require a doctor's certification.
- c. If an employee is identified as having had excessive sick leave usage three times within a three year period the department head will investigate the matter and determine if there is cause for discipline. Such discipline shall consider all relevant factors and include the imposition of a requirement that to be eligible for sick leave pay in the future the employee shall be evaluated by a doctor of the City's choice. Further all sick leave absences will require a doctor's certification for a period of not less than two years from the date the investigation is concluded.
- d. If an employee is identified as having had excessive sick leave usage more than three times within a three year period the matter will be investigated by the department head and action taken including discipline if appropriate.

Notwithstanding the above if there is clear and convincing evidence of any fraudulent use of sick leave an employee may be disciplined without regard to the excessive use policy.

This program is not intended for city employees who have been identified as suffering from chronic medical problems or disabilities. Such cases will be evaluated on a case-by-case basis with due regard for the provisions of the Americans With Disabilities Act.



Tom A. Odom, City Manager