

PATIENT RESTRICTED

Coalinga State Hospital

OPERATING MANUAL

SECTION – HUMAN RESOURCES
ADMINISTRATIVE DIRECTIVE NO. 906
(Replaces A.D. No. 906 dated 5/11/06)

Effective Date: April 16, 2007

SUBJECT: SICK LEAVE

I. PURPOSE

The State of California provides the benefit of a sick leave program for its employees in the event of health care problems.

II. AUTHORITY

Individual union contracts or Memoranda of Understanding (MOU), Government Code 19859, and Department of Personnel Administration (DPA) Rule 599.745.

III. POLICY

- A. Regular attendance during assigned working hours is expected of all employees. Dependability is one of the marks of good employee habits and is considered in the evaluation of an employee's performance. Excessive absences from work negatively impact the work environment and other employees. Excessive or unexcused absences may result in disciplinary action.
- B. Use of sick leave hours for reasons other than so described in applicable sections of individual union contracts or MOU, is subject to possible adverse action and/or charges to other time categories. In such cases, administrative action will depend upon the circumstances of each individual case and the severity of the infraction.
- C. Employees may be eligible for other benefits such as the Family Medical Leave Act (FMLA) and Non-Industrial Disability Insurance. Supervisors and employees should contact the Personnel Office for more information.

IV. METHOD

A. Employee Responsibilities:

- 1. An employee seeking to use sick leave for health problems shall notify his/her immediate supervisor or designee as far in advance as possible. In all cases, notification shall not be later than two hours before the scheduled beginning of work or per the MOU, if stated.

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2. An employee shall notify his/her immediate supervisor or designee each day of illness, except in the case of extended illnesses where special arrangements have been made in conjunction with the Return to Work Coordinator. This is to assist supervisors in scheduling and to keep current on the status of ill employees.
3. Only after proper authorization by the employee's immediate supervisor may the requesting employee utilize sick time for absence from work.

B. Supervisor:

1. All supervisors are accountable for the attendance of employees within their assigned areas of responsibility. Excessive or abusive use of unscheduled time is subject to review and appropriate action.
2. Standard Form 634 (Std 634) (Absence and Additional Time Worked Report) will be used to approve all absences for illness or health care. Supervisors shall recognize the sensitive nature of any medical information on the Std. 634 and guard the confidentiality of information provided by the employee regarding his/her illness or medical condition. Medical information will only be required if so indicated by the employee's MOU.
3. It is the supervisor's responsibility to ascertain that the use of credits for sick leave is appropriate under the guidelines set forth by individual bargaining contracts, DPA rules, Administrative Directives, and legislation such as the FMLA. The Labor Relations Coordinator shall be contacted for clarification of unique situations. The Return to Work Coordinator, within the Health and Safety Office, is another resource the supervisor may utilize in contacting an employee who is off on extended leave, determining appropriateness of limited duty assignments, or alternate work placement when appropriate.
4. Time usage shall be discussed in the employee's annual performance evaluation when it is unscheduled or unauthorized and is relevant to reliability, productivity, and coverage. Absences covered by the FMLA are exempt from this standard.



BEN MCLAIN
Executive Director (Acting)

Cross-reference(s):

A.D. No. 901 Supervision
A.D. No. 961 Labor Relations Policy