
Certifying Sick Leave with Documentation

1051.1 PURPOSE

To establish a clear and consistent procedure for certifying the use of sick leave with appropriate documentation, as required by the Collective Bargaining Agreement (CBA), ensuring accurate record-keeping and compliance with district policies.

1051.2 SCOPE

This SOP applies to all officers, employees, and administrative staff of the Sanibel Fire & Rescue District involved in the management and certification of sick leave.

1051.3 POLICY

The Sanibel Fire & Rescue District requires that any use of certified sick leave be properly documented and recorded in accordance with district policies and the CBA.

1051.4 PROCEDURE

1.1 Employees must turn in their sick leave certification to the officer immediately upon their return to work or as described in the CBA.

1.2 Officers must email a scanned copy of the note to the Administrative Chief and the Administrative Assistant within 24 hours of receipt or upon their return to shift. It is understood that in the event of a busy and active emergency shift, the officer may receive additional time to submit the documentation.

1.3 Ensure that the email includes the subject line: "Sick Leave Certification for [Employee Name]".

1.4 When an officer is provided with a sick note or doctor's note by an employee, the officer must:

- Email a scanned copy of the note to the Administrative Chief and the Administrative Assistant.
- Ensure that the email includes the subject line: "Sick Leave Certification for [Employee Name]".

1.5 The officer must retain a copy of the sick note until confirmation is received from the Administrative Chief or Administrative Assistant that the document has been successfully uploaded to the employee's personnel file.

2.1 Once the email containing the sick note has been sent, the officer is authorized to switch the employee's sick day status to "Certified Sick Leave" in the scheduling software. Changing this status is the responsibility of the on duty officer.

2.2 A comment must be added to the scheduling software, indicating the date the note was submitted to district administration. For example:

- "Certified Sick Leave - Documentation submitted on [MM/DD/YYYY]."

Sanibel Fire and Rescue District

Fire Policy Manual

Certifying Sick Leave with Documentation

2.3 Failure to follow the procedures outlined above, including the addition of the required comment, will be considered a violation of district policy.

3.1 If an officer questions the validity or authenticity of the sick note provided by an employee, the officer must:

- Immediately confer with a Chief Officer for guidance.
- Refrain from making any changes to the employee's status until the matter is resolved.

3.2 The Chief Officer will review the documentation and provide a determination. If necessary, the Administrative Chief or Administrative Assistant may also be consulted.

4.1 The Administrative Chief and Administrative Assistant are responsible for ensuring that all sick notes and certifications received are:

- Uploaded to the respective employee's personnel file in a timely manner.
- Securely stored and compliant with district confidentiality and privacy policies.

4.2 A confirmation email will be sent to the submitting officer once the document has been uploaded.

1051.5 ACCOUNTABILITY

- **Officers:**
 - Responsible for ensuring the proper and timely submission of sick notes and accurate updates in the scheduling software.
 - Accountable for compliance with this SOP, with failure to adhere considered falsification of district records.
- **Administrative Chief and Administrative Assistant:**
 - Responsible for maintaining accurate records and ensuring proper documentation is stored in personnel file.

1051.6 COMPLIANCE

Failure to follow this SOP may result in disciplinary action in accordance with district policies and procedures. Adherence to these guidelines ensures accuracy, accountability, and compliance with the district's CBA.

Officers will not be responsible for an employee's non-compliance to submit the proper sick leave certification when required by district policies or as needed per CBA.