

SICK LEAVE MANAGEMENT PROGRAM
NASSAU COUNTY CORRECTIONAL CENTER

1. PURPOSE

To establish sick leave management program to reduce sick leave abuse and chronic absenteeism where it may exist among Correction Officer titled employees.

2. POLICY

To maximize the efficiency of Correction Officer titled employees and reduce taxpayer cost by identifying, monitoring and, in some cases, sanctioning employees who may require special attention concerning their use of unscheduled leave. This policy affects all Correction Officer titles employees and supervisors who will be referred to herein as "Officer".

3. PROCEDURE

- A. Sick Leave Abuser (SLA): An officer who reports sick on more than eight (8) occurrences between January 1st through December 31st in each calendar year may be classified as a Sick Leave Abuser (SLA). An occurrence is a full day (tour) in which an Officer is scheduled to work. Partial days shall be prorated to equal eight (8) full days.
1. A SLA classification will remain in effect for three (3) months from the date the officer returns to duty following the ninth absence .1.
 2. If the officer is not absent during the three- (3) months period, the SLA classification will be removed.
 3. If the officer is absent during the three (3) month period, the SLA classification will be extended for three (3) months following the date the member returns to duty following the last absence.
- C. Medical Necessity: Individuals with medical conditions, who, due to their illness, injury, must absent themselves from duty, may request that Medical Investigations Unit (MIU) review a designation of SLA. A denial of a request to be relieved of a SLA designation by MIU shall be reviewed in the grievance process within thirty (30) days.
- D. Rules and Restrictions:
1. Officers designated as SLA will report to a designated physician when so directed by a member of the MIU, provided they are directed to report while sick leave.
 2. Officers who are designated SLA will not:
 - a. Work overtime unless ordered by their supervisor when a critical need exists.
 - b. Receive preferred assignments, tours, duties or designations.
 - c. Transfer assignments unless directed to do so by the Department.
 3. Officer on light/restricted duty will not:
 - a. Work overtime more than sixteen (16) hours per month unless ordered by their supervisor or permitted by the Sheriff.
 - b. Receive preferred assignments, tours, duties or designations.

- c. Transfer assignments unless directed to do so by the Department.
- 4. Officers must immediately notify the Department if they apply for a disability pension (including an ordinary disability pension). Officers who have applied for a disability pension, or who are appealing denial of a disability pension, will not work overtime until final decision of pension.
- 5. Officers designated SLA will not receive night differential pay while on sick leave.
- D. Requirements:
 - 1. An officer designated a SLA who is reporting sick must remain in his/her residence or in a medical confinement facility during his/her scheduled tour of duty except as medically required to go to a physician, hospital, medical service provider or a pharmacy to obtain medication. When leaving his/her residence or medical confinement facility, he/she shall first notify MIU of the following:
 - a. Name, address and telephone number of medical service.
 - b. Time leaving residence/medical confinement facility and probable time of return.
 - c. Again notify MIU upon return to residence/medical confinement facility.
- E. Disciplinary Sanctions:
 - 1. Violations of this policy may result in the disciplinary action as ay be determined by the Department.
- F. Special Recognition:
 - 1. Those officers who have distinguished themselves by using no sick leave for one (1) or more years will be entitled to special recognition by the Sheriff.