Sick Leave

1007.1 PURPOSE AND SCOPE
This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees is detailed in the Department's personnel manual or applicable collective bargaining agreement or memorandum of understanding.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) or the Maryland Flexible Leave Act (Md. Code LE § 3-802).

1007.2 POLICY
It is the policy of the University of Maryland, Baltimore Police Department to provide eligible employees with a sick leave benefit.

1007.3 USE OF SICK LEAVE
Sick leave is intended to be used for qualified absences.

Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational or other activity that may impede recovery from the injury or illness (see the Outside Employment and Outside Overtime Policy 1021).

Qualified appointments should be scheduled during a member’s non-working hours when it is reasonable to do so.

1007.3.1 NOTIFICATION
All members shall notify Communications or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than two hours before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact Communications or appropriate supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 14-days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.
Sick Leave

1007.4 EXTENDED ABSENCE
Members absent from duty for five or more consecutive days shall be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider’s statement for an absence of fewer than five days. The UMBPD may require a member to submit an original certificate of illness or disability for absences less than five consecutive days when:

(a) The member has a pattern within a twelve month period of maintaining a zero or near zero balance without documentation of the need for such relatively high utilization.

(b) The member has an unusual absence pattern such as using Monday/Friday or the day before and/or after a holiday or earned leave (e.g., personal leave, annual leave, etc.) to extend his/her time off.

(c) The member has five or more occurrences of undocumented sick leave usage within a twelve month period.
   1. An occurrence consists of undocumented sick leave from day 1, or up to day 4, if sick leave is used in consecutive days.
   2. On the 5th day of consecutive sick leave usage, the member must provide medical documentation for their absence.

1007.5 SUPERVISOR RESPONSIBILITIES
The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with Human Resources Service as appropriate.

(c) Addressing absences and sick leave use in the member’s performance evaluation when excessive or unusual use has:
   1. Negatively affected the member’s performance or ability to complete assigned duties.
   2. Negatively affected department operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
   1. A letter of counseling will be presented to the member that has more than 5 occurrences within a twelve month period.

(e) Referring eligible members to the UMB Employee Assistance Program (EAP) when appropriate.
1007.6 PROCEDURES FOR CERTIFICATION REQUIREMENT

(a) prior to imposing a requirement on a member for documentation of sick leave use, the UMBPD shall counsel the member that future undocumented absences may trigger a requirement for certification of future occurrences of sick leave.

(b) If the member has another undocumented absence after such counseling, the UMBPD and the UMB Human Resource Services, may put the member on written notice that they must certify all sick leave usage for the next six (6) months if the undocumented absence is accumulated in accordance with this section.

(c) At the conclusion of the six (6) months, the certification requirement will be rescinded provided the member has complied with the certification requirement and is in compliance. If the member has not complied with the certification requirement, the requirement shall be extended for six (6) months from the date of the lack of compliance with the requirement. Failure of the member to provide certification as described in this section may subject the member to disciplinary action.

1007.6.1 VERIFICATION/DEFINITION

(a) Verification may include a written statement from the medical provider indicating the member is required to be absent from work due to illness, the duration of absence from work, prognosis of member's ability to return to work, title and original signature of an accredited, licensed or certified medical provider and any other information necessary to verify that the member's use of sick leave is appropriate.

(b) Such information does not need to include information about the specific illness or health condition of the member.

1007.6.2 MEDICAL VERIFICATION

(a) Medical verification as outlined in this Section may be obtained from an accredited Christian Sciences practitioner, or from the following licensed or certified medical providers:

1. Physician
2. Physical Therapist
3. Clinical Psychologist
4. Dentist
5. Oral Surgeon
6. Chiropractor
7. Podiatrist
8. Certified Nurse Practitioner
9. Certified Nurse-Midwife
10. Licensed Certified Social Worker-Clinical
11. Optometrist
(b) Member's returning from extended medical leave shall notify the UMBPD forty-eight hours prior to returning to allow for staffing adjustments.

(c) Members on FMLA Leave are not subject to provide the above required documentation.

(d) The UMBPD may require a doctor's return to duty slip at any time. The UMBPD may also require a physical examination at any time to determine the physical ability of a member to continue employment.

(e) Upon retirement, an additional month of service credit is provided for each 22 days of unused sick leave.

(f) Sick leave used because of a death in the member's family is subject to the following provisions:

1. For the death of a close relative, the member shall be granted the use of up to five (5) days of accrued sick leave, if the death of a close relative requires a member to travel and stay away from home overnight on out of state travel, the member shall be granted the use up to a maximum of seven (7) days of accrued sick leave for this purpose.

2. Close relative as used in this section of this policy shall mean a spouse, child, stepchild, mother, father (or someone who took the place of a parent), grandparent, grandchild, son-in-law, daughter-in-law, brother, sister, brother-in-law, or sister-in-law of the member or spouse. Sick leave for any other relative of the member or spouse who permanently resides in the household of the member shall also be available.

3. The member shall be granted the use of accrued sick leave not to exceed one (1) workday, or three (3) workdays if overnight, out of state travel is required for the death of the aunt, uncle, niece, or nephew of the member or spouse.

4. If the member requires additional time, reasonable efforts shall be made to arrange the work schedule so that the member may take annual or personal leave for this purpose.