



Rancho Los Amigos National Rehabilitation Center

ADMINISTRATIVE POLICY AND PROCEDURE

SUBJECT: SICK LEAVE

Policy No.: A214
Supersedes: July 31, 2003
Revision Date: October 31, 2006
Reviewed: July 2, 2013
Page: 1 of 2

PURPOSE

To provide guidelines for employees who are compelled to be absent from work due to illness or injury.

POLICY

An employee may utilize full-pay sick leave when compelled to be absent because of disability resulting from illness or injury (for work related injuries/IA, see page two, procedure number five). In addition, with the prior approval of their supervisor, an employee may use accrued sick leave at full pay for:

1. Non-emergency medical or dental care, or
2. Any personal reason that does not interfere with the public service mission of the department or the County to a maximum of 48 working hours in any one calendar year.

Any employee who is absent because of illness, injury, or non-emergency medical or dental care, may be required at any time, to provide notification to his or her supervisor before such absence is authorized.

Sick leave at part pay shall not be allowed to any person until all full-pay sick leave has been used.

Sick leave at part pay shall not be used until after five consecutive calendar days, commencing with the first day of absence from work, due to any single illness or injury, unless such illness or injury results in hospitalization, in which case part-pay sick leave may be used from the first day of hospitalization. Proof of hospitalization must be submitted to the Human Resources Return to Work Office.

PROCEDURE

1. Whenever an employee will be obliged to be absent from his or her work because of illness for a period of one day or more, he or she will immediately notify his or her supervisor of such absence and the reason therefore (Attachment I, & II). Timeliness of reporting such absence will be in accordance with the employee's department policy.
2. An employee will notify his or her supervisor in advance of any need to be absent from his or her work due to non-emergency medical or dental appointments. Submission of such advance request for time off will be made in accordance with the employee's department policy.

EFFECTIVE DATE: January 1, 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY:

Signature(s) on File.

3. If a supervisor finds that any employee under his or her supervision has abused or is abusing such sick leave privileges, the supervisor may take necessary steps to proceed with disciplinary actions.
4. **For the procedure to follow when an illness causes an employee to be absent from work beyond 30 days, refer to Rancho Policy A219 - Family Leave, Medical Leave and Pregnancy Disability Leave.**
5. For work related injuries please refer to the First Line Supervisors Procedure Manual for Workers' Compensation.

REFERENCES: Department of Health Services, Policy 756.5
Los Angeles County Code, 5.16.030; 5.16.040; 6.20.040
Rancho Timekeeping Operational Manual - 6.2

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