



## Human Resource Services

### Contract Facts: Issue 1

## Use of Sick Leave Provisions

### **This issue addresses all bargaining units.**

Before an employee may be requested to provide a doctor's verification of illness, certain steps must be followed. When a supervisor has reasonable cause to believe that an employee is improperly using sick leave, the following procedures for invoking contract provisions for sick leave verification are:

- **All bargaining groups**: Establish reasonable cause to believe that no valid grounds exist for the employee's claim for sick leave.
- **SCTA**: Article 9.6.1.8 – “Nothing shall be deemed to prevent the superintendent or designee from requiring a doctor's verification as to the employee's claimed illness in any situation in which there is reasonable cause to believe that no valid grounds exist for the employee's claim of sick leave.”
- **SEIU**: Article 12.2.9, **Teamsters**: Article 12.4.1.9, and **CSA** Article 12.2.9: “Nothing shall prevent the Superintendent or the Assistant Superintendent, Personnel Services Office, or any member of the Superintendent's cabinet, from requiring a doctor's verification as to the employee's claimed illness in any situation in which there is reasonable cause to believe that no valid grounds exist for the employee's claim for sick leave.”

Listed below are the next steps to follow when there is alleged sick leave abuse:

- Provide a documentation package to the appropriate Director of Personnel Services that includes:
- The employee's records of absences with dates and stated reasons;
- Your request to invoke the SCTA, SEIU, Teamsters, or CSA sick leave provisions; and
- Any other pertinent documentation.
  - If the designee from Human Resource Services finds that no valid ground exists for the employee's claim of sick leave, the employee will be notified that he/she must provide a doctor's verification of claim of illness.
  - If abuse of sick leave is verified, disciplinary action may result.
- If you have any questions about the procedures, please contact the appropriate Director of Personnel Services.