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CITY OF MILWAUKEE
DEPARTMENT OF PUBLIC WORKS
SICK LEAVE CONTROL POLICY(INCLUDING PUNCTUALITY AND ATTENDANCE)

Issue Date: February 10, 2012

Effective Date: February 20, 2012

In the interest of maintaining an efficient and productive work place, the following reminder on punctuality, attendance and sick leave is being issued. Your compliance is required.

PUNCTUALITY AND ATTENDANCE

Regular and punctual attendance is expected and required of all employees to do their jobs effectively. Employees are required to be at their work location, prepared for work at their assigned starting times and to remain until quitting time. Excessive lunches and breaks will not be tolerated.

IMPLEMENTATION OF POLICY

Beginning on the effective day of this policy the use of the Doctor's Letter #1 and #2 will be discontinued. Doctor's excuses (medical documentation) will be subject to the provision contained in the policy outlined below.

After the first "occurrence" of Sick Leave following the effective date of the policy each employee's prior six months of Sick Leave utilization will be reviewed. If in the six month period reviewed there were three or more "occurrences" or a "pattern/incident" of sick leave abuse an action will be taken under this policy. Prior discipline taken under the former Sick Leave Control policy shall not be counted/considered.

PURPOSE OF SICK LEAVE

Sick leave is only for the necessary absence from work of the employee due to illness, injury, or pregnancy disability. In addition, sick leave may be approved for situations covered by the Family Medical Leave Act (FMLA). It also covers doctor and dentist appointments. **Sick leave is not allowed as personal off days.**

REQUIREMENTS OF USE OF SICK LEAVE

In order for you to receive sick leave you must follow established work rules and have it approved by the supervisor. Some of those rules are:

1. Employees must notify their supervisor each day as required by the work rules. Employees, not a spouse, friend or relative must call in. They should ask for their supervisor; if he or she is unavailable another supervisor or designated person is to receive calls.
2. The City of Milwaukee requires that an employee on sick leave remain at home including evening hours except for trips to the doctor or pharmacy. If you go to the doctor's office or pharmacy you must provide

written verification or a dated/timed receipt. Supervisors may visit or call to verify that employees are at home.

3. If you are sick and must remain at a location other than your home, you must report the address and telephone number of that location at the time you make your notification call to your supervisor.
4. Any absence of 4 or more days requires a Doctor's certificate (excuse) to verify employee's need to be off work for illness and release date for return to work. The Doctor's certificate may require specificity that establishes the absence is necessary based upon the employee's actual job duties. (For example, a sprained ankle would not prevent an employee from performing office work.)
5. Management may require employees to provide a doctor's certificate for sick leave "patterns/incidents of abuse." Patterns of abuse include, but are not limited to, sick leave taken before/after a weekend or holiday, scheduled weekends and /or in conjunction with vacation, job assignment refusal, and other situations to be determined by management.

The doctor's certificate must indicate the nature and dates of the illness, injury or disability and the inability of the employee to work.

Whenever an employee is required to submit an acceptable doctor's certificate for whatever reason, it is to be submitted when the employee returns to work. If the employee fails to submit an acceptable doctor's certificate to verify the absence, pay may be withheld and the employee may be subject to disciplinary action.

Medical information is kept confidential in a locked medical file.

6. Doctor and Dentist Appointments. Doctor and Dental appointments should be scheduled outside of working hours. However, when it is necessary to schedule an appointment during working hours, it is to be made for either the beginning or end of the work shift.

Employees who have a number of office visits or lab tests should ask their doctor, dentist or clinic if they have evening or Saturday hours.

7. Any falsification or unnecessary use of sick leave will result in discipline. City employees are required to notify the division supervisor of any change in their address or telephone number.
8. Employees must have sick leave pay/balances to cover their absence. Taking sick leave without sufficient sick leave pay may result in disciplinary action.

RESULTS OF SICK LEAVE USAGE

Improper or excessive use of sick leave is the use of 3 or more occurrences of sick leave of any duration in any 6 months or a "pattern/incident of abuse."

Depending on the circumstances, improper or excessive use of sick leave may result in:

1. Denial of sick leave.
2. Not being promoted
3. Warning letter.
4. Disciplinary action up to and including discharge to include:
 - First offense: One Day Suspension
 - Second offense: Three Day Suspension
 - Third Offense: Ten Day Suspension

Fourth Offense: Discharge

NOTE: Excessive use of Sick Leave (unexcused absences, multiple occurrences, extended period of absence) may result in immediate action up to and including Discharge for a first offense.

REVIEW PROCESS

- An employee with 3 or more occurrences of sick leave in any 6 months or a “pattern/incident” of abuse may be issued disciplinary action.
- DPW will be looking at 6 months of actual service that means excluding layoffs, leaves of absences, injury pay, etc.
- Once an employee receives a Written Warning for sick leave abuse they will be subject to continuous review of their sick leave.
- An employee will move through the disciplinary progression with each set of 3 occurrences in 6 month period (Multiple sets of 3 occurrences or “pattern/incidents” of abuse and multiple disciplinary actions within in a 6 month period are possible).
- A Medical Document may be submitted for an absence before/after a vacation/holiday. This may result in the day not considered as a “pattern/incident” of abuse. However, the day will still be counted as an “occurrence.”
- An employee that does not have 3 occurrences in a 6 month period will be frozen at the existing level (“Frozen” means that the highest level of discipline issued in the past will be repeated if in a subsequent 6 month period 3 occurrences or a “pattern/incident” of abuse occurs).
- An employee will be reduced a level with zero (0) occurrences in a 6 month review period.
- Employees under continuous sick leave review will be subject to Home Visits. Any employee may be subject to Home Visits as determined on a case-by-case basis.

NOTE: This document is intended as a “guideline” as to how the Sick Leave benefit will be administered. It is acknowledged that many cases will be unique as to employees, facts, documentation and timeframes, etc. Therefore, management reserves the right to make decisions that may deviate from these guidelines as necessary on a case-by-case basis. In addition, management reserves the right to make changes to these guidelines as needed. Every attempt will be made to notify employees in advance of any changes to these guidelines.

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