

 <p style="text-align: center;">University of Pittsburgh Police Department</p> <p style="text-align: center;">Rules & Regulations Manual</p>	Reference Number: (Chapter / Section) 2 – 9
	Issue Date: 05-12-09 Reviewed 12/2018
	Effective Date 05-12-09
	Rescinds: All Previous
	Amends: 10-29-04
Title: Leave, Vacation, Holidays, & Pass Days	 <hr/> By Order of James K. Loftus, Chief of Police

1.0 Policy

The current Collective Bargaining Agreement (Contract) between the University of Pittsburgh and the University of Pittsburgh Police Association is binding for the working conditions of employees covered by that agreement. Staff Employees have certain rights provided for by the University of Pittsburgh Staff Handbook. This policy addresses those issues not covered.

2.0 Definitions

For purposes of clarity, the following definitions apply to the absenteeism policy.

Sick Leave Sick Leave may be used only for health reasons and for family care obligations that have a bearing on physical and mental welfare. Family members are defined as those for whom leave may be taken under the Family and Medical Leave Act. (FMLA).

Tardiness Tardiness is failure to report to work at the employee's assigned time, and/or failure to report for roll call.

Chronic Absenteeism Repeated and excessive use of non-scheduled sick time, which may be in single use days. Chronic absenteeism will be addressed as a disciplinary measure.

Chronic Tardiness Repeated and excessive instances of reporting to work late. Chronic tardiness will be addressed as a disciplinary measure.

Patterned Absenteeism or Tardiness A pattern of absence that demonstrates a routine. An example of patterned absenteeism is calling in sick in conjunction with pass days, holidays, vacation, and personal holidays, or repeated single day usage for a given day of the week. Patterned absenteeism or patterned tardiness will be addressed as a disciplinary measure.

2.0 Pass Days

In the event of an emergency or other situation where the service of a member is required, pass days may be cancelled, and personnel shall be required to report to work. Compensation for those who work on a pass day shall be in accordance with the current Contract. See Contract and University Staff Handbook.

3.0 Exchange of Pass Days

Any exchange of pass days between members of the police department shall be made in accordance with the Contract. All requests must be made within the same week on a form approved by the department which shall include the signature of both members. No overtime will be paid during the normal tour of duty on the exchanged pass days unless a member works past the normal quitting time. The request shall be made to the Shift Lieutenant or supervisor.

4.0 Vacation

Vacation shall be accumulated and used as prescribed by the Contract. Vacation time will not carry over and must be used in the calendar year it is earned, unless arrangements are made with the Chief of Police. Staffing of the shifts will determine the number of officers permitted on vacation at a time. See Contract and University Staff Handbook.

5.0 Personal Days

Personal Days are subject to 48 hours advance request and approval. See Contract and University Staff Handbook.

6.0 Holidays

See Contract and University Staff Handbook.

7.0 Sick Leave

A. Scheduled

1. A request for sick leave for pre-scheduled medical appointments require 48 hours notice, although if an employee provides 24 hours notice, the Department will not unreasonably deny such a request. Medical substantiation may be required in instances of repeated requests.
2. If an employee leaves work due to sickness or a pre-scheduled medical appointment, the employee must take the balance of the day as sick time.

B. Non-Scheduled

1. Although sick leave may be taken in one hour increments, an employee who calls in sick before his shift must use that sick time as an 8 hour increment.
2. To be eligible for sick leave pay, an employee must call off sick to the Communication Specialist at least one hour before the start of his/her tour of duty. The employee must provide a phone number where the shift supervisor may contact him/her. The Communication Specialist shall immediately notify the shift supervisor and command staff of the call, including time of call off.

3. The Shift Supervisor may elect to speak to the employee, and may direct the Communication Specialist to forward those calls to him/her, or the Shift Supervisor may return the call to the employee.
4. An employee who requests sick leave with less than one hour notification shall be paid subject to the approval of the Chief or Commander, and may be subject to disciplinary action for failure to abide by the above referenced procedure.
5. An employee who is absent from work for a period of three consecutive days must submit a doctor's excuse to his/her Supervisor upon return to work. The doctor's excuse must be prepared on the physician's letterhead, and must state that the employee's condition is such that he/she is released to work full duty with no restrictions.
6. An employee who is absent from work for a period of three consecutive work days, without properly notifying the Department, and without justification will be terminated from the Department.
7. An employee who is absent from work due to a serious injury or illness, or absent for a period of time up to or exceeding two weeks must have his/her physician complete a "Return to Work Form" prior to reporting for duty. Employees returning from Worker's Compensation, Short or long term disability must have a physician complete the "Return to Work Form" prior to returning to duty.
8. An employee who works another job while he/she is on sick leave with this Department will be terminated from this Department.
9. See Contract and University Staff Handbook.

C. Procedure for Reporting Off-Duty due to illness or injury

1. A member who needs to report off-duty due to an illness or non-job related injury shall report "off" to the Communications room at least one hour prior to the scheduled start of his/her tour of duty.
2. Communications personnel receiving this notification shall log the name, date/time the notification was made and notify the shift supervisor.
3. Members who are absent from work for a period of three consecutive days must submit a doctor's certificate from the member's physician stating that the employee was under doctor's care and unable to work for the time specified.
4. When appropriate, sick leave will be used in conjunction with approved FMLA.

D. Abuse of Sick Leave

1. Since sick leave is to be used only for an employee's necessary absence from duty due to illness or injury, officers shall refrain from abusing sick leave. In determining if an employee's use of sick leave time may constitute abuse, a member's sick leave history will be evaluated and the following patterns may be considered:
 - a. The use of sick leave in conjunction with an employee's pass days that occurs more than once a month, unless medically substantiated.

- b. The use of sick leave in conjunction with any discretionary days off (vacation, holidays, personal days) more than once a month, unless medically substantiated.
 - c. The use of sick leave on the same day of the week occurring more than once a month, unless medically substantiated.
 - d. The use of sick leave when a request for a discretionary day off (vacation, personal or holiday) has been cancelled due to manpower constraints and or block out period occurring more than once, unless medically substantiated.
 - e. When a member has exhausted all available sick leave without medical substantiation and is reporting off.
 - f. The use of sick leave five times or more in a four month period, where use of sick leaves has not been medically substantiated.
2. A member who may be demonstrating a pattern of sick leave abuse shall first be counseled by the evaluating supervisor in an attempt to ascertain if there is an abuse of sick leave and what steps, if any, have been taken to correct it. Should the pattern of abuse continue, without acceptable explanation, additional measures may be initiated, including:
- a. Written notification to the member that a possible abusive pattern exists.
 - b. Requiring the member to produce a doctor's certificate for each incident of absenteeism.
 - c. Requiring the member to submit to a fitness-for-duty evaluation by a University doctor.
 - d. Any progressive disciplinary action that may be warranted.

8.0 Paid Leave

To include:

- A. Bereavement
- B. Military
- C. Jury Duty

To obtain the benefits of Military Leave, a member must submit copies of his/her military orders; unless precluded by military necessity in conformance with the guidelines set forth by the Uniformed Services. See Contract and University Staff Handbook.

9.0 Leave Without Pay

To Include:

- A. Leaves of Absence
- B. Family Medical Leave

In addition, employees should also refer to the University of Pittsburgh Police Association Contract and the University of Pittsburgh Staff Handbook.

10.0 Tardiness

All employees are required to report for duty at their assigned time. An employee who anticipates that he/she will be late for duty shall notify the Communication Specialist as soon as possible. The Communication Specialist shall document via a cad entry, the time of call, and transfer that call to the Shift Supervisor. Any employee who is in excess of thirty minutes late will work his/her assignment subject to the approval of the Shift Supervisor. The Shift Supervisor shall notify Command Staff via email of any tardiness on his/her shift. Employees will not be paid for time not worked.

11.0 Documentation

A. Time Records

1. Each employee must accurately complete his/her own time record to reflect his/her regular and overtime hours, and personal time, sick time, or tardiness.
2. Each employee will sign in upon reporting for duty, and will sign out no earlier than five minutes to the hour in which they are relieved.
3. Supervisors, Communications personnel, Primate Research guards and Petersen Event Booth guards must wait for relief before signing out.
4. The employee's shift supervisor must verify the time card by initialing each entry on the card.
5. Falsification of a time record is prohibited and is considered a terminable offense.

B. Time Balances

The University shall provide each employee with individual balances of sick time, vacation, and personal days four (4) time each calendar year on the second biweekly payday in January, April, July, and October.

12.0 Excessive Absences

A. Notification of Excessive Absence

In conjunction with the individual time balances, and during the course of normal day to day operations, Supervisors and Command Staff will evaluate employee use of sick time, and tardiness, and may initiate counseling with an employee who does not reach attendance expectations. Since sick leave is to be used only for an employee's necessary absence from duty due to illness or injury, employees shall refrain from abusing sick leave. Should a

problem of excessive absenteeism, including a pattern of absence without justification be determined, progressive disciplinary measures will be initiated. Disciplinary measures may be as follows:

1. The employee may be required to submit a physician's excuse for any future absence for a specified time period.
2. The supervisor may call or visit the employee's home to verify an actual illness or injury.
3. Any progressive disciplinary action that may be warranted, including oral or written warnings and reprimands, suspension from duty, and discipline up to and including termination.

B. Examples of Excessive Use of Sick Time

In determining if an employee's sick leave may constitute an abuse, the following are examples, although not an exhaustive list of occurrences that may be considered.

1. Sick leave occurring five or more times in a four month period, where use of sick leave has not been medically substantiated.
2. The use of sick leave when a request for a personal or vacation day has been denied.
3. Patterned sick leave.
4. Chronic use of sick time without medical substantiation occurring in excess of earned sick time in a given period. More than one sick day per month over a four month period is considered excessive. The use of sick leave without medical substantiation, when all sick leave is exhausted, and the employee is not paid.

C. Example of Excessive Tardiness

All instances of tardiness are considered excessive, and progressive discipline will apply. An example of progressive discipline which includes suspension from duty is as follows:

1. Reporting late for duty three or more times in a rolling 60 day period.

13.0 Performance Improvement Plan

In instances of excessive absenteeism or tardiness, a Performance Improvement Plan may be initiated. With this plan, the employee is advised in writing of Department expectations regarding absenteeism and tardiness, and is monitored for attendance. During this period of time, progressive discipline will continue to apply. The goal of the Performance Improvement Plan is correct the problem, and to bring the employee's attendance up to an acceptable standard.

14.0 Exceptions

The number of absences considered to be excessive is not applicable to those absences approved under the Family & Medical Leave Act, Worker's Compensation, approved leaves of absences, approved short-term or long-term disability. Employees are still required to abide by all other procedures outlined in the above-stated policy.

15.0 **References**

PPA Contract / Collective Bargaining Agreement

University of Pittsburgh's Staff Handbook