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**CITY OF SPOKANE
DEPARTMENT POLICY AND PROCEDURE TEMPLATE**

CITY OF SPOKANE DEPARTMENT POLICY AND PROCEDURE	DEPT [4500]-[2005]-[02]
	LGL 2005-33
TITLE: SICK LEAVE, VACATION, OTHER TIME-OFF REQUESTS, AND ON-THE-JOB INJURIES	
EFFECTIVE DATE: JULY 1992	
REVISION DATE: MARCH 2005	05.12.2005

1.0 GENERAL

1.1 PURPOSE

The purpose of this policy is to establish a procedure for the administration of sick leave, vacation, other time-off requests, and on-the-job injuries.

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2.0 DEPARTMENTS/DIVISIONS AFFECTED

This policy shall apply to all employees of the Solid Waste Management Department.

3.0 REFERENCES

Not Applicable

4.0 DEFINITIONS

Not Applicable

5.0 POLICY

- 5.1 It is the policy of the Solid Waste Management Department to set forth the department procedures governing the use of sick leave and time-off requests; and to provide a process to be followed in the event of an on-the-job injury.
- 5.2 Improper use of illness leave shall be subject to disciplinary action, including discharge. Abuse or excessive use of sick leave is subject to disciplinary action.
- 5.3 The department may require the employee to have a doctor's release each time he/she is off on sick leave, in accordance with this policy and Union Agreement.

6.0 PROCEDURE

- 6.1 Employees needing to leave prior to the end of the shift are to receive permission from their supervisor before leaving.
- 6.2 Whenever an employee has been granted time off for a doctor's appointment, business appointment, etc., he/she will have to punch his/her time card and the remainder of the shift will be paid accordingly. Appointments must be scheduled well in advance and approved. Employees shall contact their supervisor for any scheduling problems.
- 6.3 Time off for personal business shall be granted only with prior approval of the supervisor if that business cannot be conducted in off-duty hours.
- 6.4 Employees claiming an on-the-job injury may select the physician of his/her choice. However, the Human Resources Department reserves the right to require a worker to select another doctor or specialist for treatment in accordance with WAC-296-20-065, listed in Medical Aid Rules, Department of Labor and Industries, State of Washington.
- 6.5 When off on any type of injury, the employee must have a doctor's release stating: "May return to full duty, with no restrictions." The release will be presented at the start of the shift. Light duty work may be available upon request in accordance with City Policy.
- 6.6 A maximum of twelve (12) employees will be allowed to schedule vacation at any one time. Only one (1) member per crew can be gone at a time on vacation. Vacation will be tentatively scheduled

during March. Once the vacation schedule is established, an employee must request in writing any changes, additions or deletions. This request will be considered by the supervisor, and a determination made. "Bumping" will not occur after the March deadline.

6.7 All vacations must be approved by the immediate supervisor and the scheduling supervisor at least twenty four (24) hours in advance. Exceptions may be made in the case of an emergency which can be verified. Floating holidays should be used first, in lieu of one-day vacations.

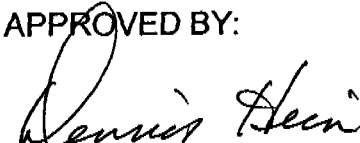
7.0 RESPONSIBILITIES

The Director, Solid Waste Disposal Superintendent, Department Supervisors, and Department Forepersons are responsible for administering this policy.

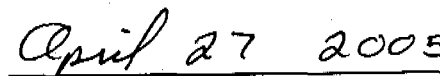
8.0 APPENDICES

Not Applicable


APPROVED BY:




Director



Date



City Attorney (Asst)



Date