

DIRECTIVE

No.: 1184

Issued: 02/09/09

Post until: 03/09/09

SUBJECT: SICK LEAVE, UNSCHEDULED ABSENCES, AND TIMECARDS FOR FLSA COVERED EMPLOYEES

This Directive updates Directive 1156 issued January 16, 2008

Los Angeles County Code Section 6.20.120 provides in pertinent part that employees absent due to sickness or injury, or non-emergency dental or medical care, may be required before such absence is authorized or payment is made, to furnish a doctor's certificate or other proof satisfactory to their Supervisor that the absence was due to such causes. An unscheduled absence is any absence without prior supervisor approval. Failure to provide satisfactory proof for an unscheduled absence may result in the absence being coded as "A" time (unauthorized). An unauthorized absence, excessive absences, or patterns of unscheduled or unauthorized absences shall be grounds for discipline.

The use of sick leave may be authorized to cover an unscheduled absence if (1) the employee has accrued sick leave available, and (2) appropriate and timely notification of the unscheduled absence was provided to the employee's supervisor. Covered employees may not use vacation, compensatory, or accumulated holiday time to cover unscheduled absences without management approval.

For post positions, appropriate and timely notification is defined as informing your supervisor or designee of the illness or injury one hour or more prior to the start of a post position shift. Email and voice mail messages are not appropriate notification methods. For non-post positions, notification to the supervisor or designee is defined as informing your supervisor or designee no later than one hour after the start of the shift, or as directed by your supervisor. Failure to comply with proper notification may result in corrective action.

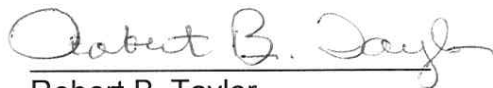
An employee with prior supervisor approval can utilize 100% sick leave to cover non-emergent medical or dental care, or personal leave to the extent they have sufficient sick leave benefits available. These pre-approved situations would not constitute unscheduled absences.

If an employee is involved in an accident, medically incapacitated, or otherwise injured precluding the ability to give timely notice, notification shall be made as soon as feasible. Documentation of the accident, medical incapacity, or injury will serve to support an unavoidable delay in notification.

This Directive also serves as a reminder that supervisors and managers shall not make any changes to an employee's timecard or a Payroll Change Slip (PCS) without the employee's knowledge and consent. An employee must acknowledge each timecard change by initialing next to each change. PCS's must be signed by the employee. If the supervisor or manager does not agree with the hours and variances the employee has reported on a timecard or PCS, the supervisor or manager shall sign the timecard and handle the disputed time as a separate matter for investigation, resolution, or progressive corrective action as applicable.

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

Represented employees should check their respective collective bargaining agreement for specific benefit provisions. Questions or comments about this Directive should be addressed to your Bureau's Consultant.

A handwritten signature in cursive script that reads "Robert B. Taylor". The signature is written in dark ink and is positioned above a horizontal line.

Robert B. Taylor
Chief Probation Officer