	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>Sick Leave & Workplace Injury</p>	<p>Page 1 of 7 Document ID: SOG # 212 Issue No: 1 Issued 08/13/2017 Reviewed 01/19/2021 Approved by: District Fire Chief Board of Fire Commissioners</p>
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1. Purpose and Scope

1.1 By authorization of the Mantua Township Fire District, sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick.

2. Policy

2.1 To ensure that a sufficient work force is available to accomplish the Mantua Township Fire District’s mission, certain procedures covering the use of sick leave, on duty injury reporting and time off must be established.

2.2 Examples include, but are not limited to:

- 2.2.1 Establish and provide direction in reducing sick leave.
- 2.2.2 Provide supervisory personnel with monitoring procedures to effectively deal with instances of sick leave.
- 2.2.3 Make all employees continually aware of their responsibility to maintain a good attendance record.

2.3 To the extent permitted by law, sick employees are required to remain at their place of confinement during the hours that they were scheduled to work unless authorized otherwise by the District Chief or his/her designee.

2.4 The Township of Mantua maintains Workers Compensation Insurance to protect its employees who suffer a job-related injury. All injuries, no matter how minor, incurred in the course of performing assigned work duties shall be reported immediately so that proper documentation is completed, and treatment begins.

3. Definitions

3.1 Absence: The occurrence of an employee being away from his/her assigned tour of duty, with or without permission including, but not limited to: early quit, sick, tardiness, fatigue (Shift Supervisor’s permission) or AWOL.

3.2 Absence Report: Official record of employee reporting off duty, tardy, early quit, etcetera.


3.3 Absence without leave: An employee will be considered AWOL when they fail to report for work without an approved leave.

3.4 Abuse: A violation of any of the provisions of this policy.

3.5 Department Head: For the purposes of this order, will be the District Fire Chief or his/her designee.

3.6 Employee: Any employee under the jurisdiction of the Mantua Township Fire District.

3.7 Leave: The period of time that an employee is not at work on his/her assigned schedule for the following reasons: Vacation, Compensatory Time, Personal, Holiday, Bereavement, Military Duty, Suspension, Union Business, Excused

	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>Sick Leave & Workplace Injury</p>	<p>Page 2 of 7 Document ID: SOG # 212 Issue No: 1 Issued 08/13/2017 Reviewed 01/19/2021 Approved by: District Fire Chief Board of Fire Commissioners</p>
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without pay and Medically Excused. Medically Excused includes an approved absence from work because of illness, accident, contagious disease or necessity to care for a child, spouse or parent when he/she is ill.


- 3.8 Monitoring period: Three (3) consecutive months.
- 3.9 Occurrence: Any consecutive period of absence for the same reason. For the purpose of attendance monitoring, more than one (1) consecutive absence for the same reason shall count as one occurrence.
- 3.10 Pattern: Absenteeism on a recurrent basis, For Example:
 - 3.10.1 Repeated absence on the same day of the week or month, or shift day (e.g. 1st Monday of June & 3rd Monday in June & 1st Monday in July)
 - 3.10.2 Repeated absence on the same date of the month (e.g., 15th of June & 15th of July)
 - 3.10.3 Repeated absence on the same date of the year (e.g. employee's wedding anniversary)
- 3.11 Standard: Average division absence(s) + twenty (20%) percent (always rounded up) + 1 day 'cushion," For Example:
 - 3.11.1 50 Firefighters were absent 150 days
150 days / 50 Firefighters = 3 days = Average
3 days Average + 20 % = 3 x 0.2 = 3.6 days 3.6 days (rounded up) = 4
4 + 1 (cushion) = 5
5 = Standard
- 3.12 Tardiness: An employee will be considered tardy when he/she reports for assignment after the scheduled starting time or is late returning to work at the end of a scheduled meal period. If late the employee must call in and advise a supervisor of the problem.

4. Administration

- 4.1 An attendance record will be made for each employee at the beginning of the calendar year. Accurate, up-to- date work/time records will be maintained for each employee under the jurisdiction of the Mantua Township Fire District.
 - 4.1.1 Entries for all absences will be made a part of the employee's attendance record
- 4.2 The Administrator responsible for documenting sick time will accurately post all necessary information on the attendance record and will be responsible for maintaining complete and accurate records for all employees.

5. Reporting Absences

- 5.1 When an employee of this agency determines that they have become incapacitated due to illness making them unable for them to perform their duties for an upcoming assignment or duty, they must notify the District Chief, if unavailable must notify the duty supervisor, if unavailable must attempt a Fire

	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>Sick Leave & Workplace Injury</p>	<p>Page 3 of 7 Document ID: SOG # 212 Issue No: 1 Issued 08/13/2017 Reviewed 01/19/2021 Approved by: District Fire Chief Board of Fire Commissioners</p>
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Commissioner via telephone call (text, email, or any other method will not be accepted) as soon as possible, but absent any emergent circumstances, at least 2 hours, before their scheduled duty time. Only a Fire District supervisor will excuse an employee from duty due to illness.

5.2 If initial call out cannot be made to the District Fire Chief, the duty supervisor shall be responsible for contacting the District Fire Chief and advising him/her of the employee call out, so that the attendance record can be updated.

6. Place of Confinement

6.1 If an employee is absent for reasons that entitle the employee to sick leave (as per contract) or an employee is on workmen's compensation leave because of an injury or illness sustained during his/her employment, the employee shall remain at his/her place of confinement (established residence, no vacation homes or residence of significant other) during the period in which he/she is scheduled to work for the day(s) in question, with the following exceptions:

6.1.1 To report for medical attention, physician's office or hospital.

6.1.2 To attend a family emergency.

6.1.3 To engage in the exercise of his/her right to vote.

6.1.4 To engage in the exercise of his/her right to attend religious services.

6.1.5 With prior approval of the District Fire Chief.

6.2 An employee who calls out sick cannot work again within the calendar day beginning on the day they called out. If working a 24 hour overnight shift, the Firefighter may work again 12 hours after the completion of their scheduled shift; however, will not be permitted to work any other overtime details between the time they called out until twelve hours after the completion of their scheduled shift. the time they again report for work.

7. Contact When Absent

7.1 A. The District Fire Chief, on duty supervisor or his designee may visit an employee who is absent or on workmen's compensation leave at the employee's place of confinement.


7.1.1 All visits shall be documented by the visiting supervisor.

7.2 The District Fire Chief or his designee may telephone the employee who is absent or on workmen's compensation leave at the employee's place of confinement.

7.2.1 All contacts shall be documented by the contacting supervisor.

7.2.2 An answering machine or third party will not be accepted for purposes of verification.

7.2.2a. If a third party answers, the employee shall come to the phone to verify his/her location.


	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>Sick Leave & Workplace Injury</p>	<p>Page 4 of 7 Document ID: SOG # 212 Issue No: 1 Issued 08/13/2017 Reviewed 01/19/2021 Approved by: District Fire Chief Board of Fire Commissioners</p>
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8. Medical Documentation

- 8.1 Employees absent for three (3) or more consecutive work days shall be required to provide a physician’s certificate for such absences. Employees absence under the below circumstances may be required to provide a physician’s certificate for such absences:
 - 8.1.1 On the day immediately prior to an authorized leave day off.
 - 8.1.2 On the day immediately after an authorized day off.
 - 8.1.3 On the day an employee has been “ordered” to work.
 - 8.1.4 For the employee’s birthday.
 - 8.1.5 For contractual holidays.
 - 8.1.6 For days that fit a pattern.
- 8.2 The physician’s certificate shall reflect the date of examination and an authorization to return to work. Only an “original” physician’s certificate will be accepted; therefore, no facsimiles or copies will be accepted.
- 8.3 Failure to provide documentation upon request will result in, at minimum, a denial of sick leave payment.
- 8.4 Mantua Township Fire District may require an employee who has been absent because of personal illness, as a condition to his/her return to work, to be examined by a physician at the expense of the Fire District. Such examination shall establish whether the employee is capable of performing his/her normal duties and his/her return will not jeopardize the health of himself/herself or of the other employees.

9. Occupational Injury

- 9.1 Involved Firefighter/Employee Responsibilities:
 - 9.1.1 Any injury or exposure, regardless of how slight, incurred by department personnel while on duty shall be immediately reported to the firefighter’s direct supervisor. The affected employee shall:
 - 9.2.1.1. Notify the shift supervisor
 - 9.2.1.2. Preserve the scene of the injury/exposure to the best of their ability
 - 9.2.1.3. Complete and submit all required paperwork
 - 9.2.1.4. Communicate and cooperate with the township insurance company representative
 - 9.2.1.5 Attend all medical appointments and treatments prescribed by the attending physician
 - 9.1.2 No employee who has been injured to the point of needing immediate medical attention will be allowed to return to duty without a written diagnosis from the examining physician stating that the employee is fit for duty. If receiving treatment at a hospital or urgent care facility, no employee shall leave without a written diagnosis. The injured firefighter, if

	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>Sick Leave & Workplace Injury</p>	<p>Page 5 of 7 Document ID: SOG # 212 Issue No: 1 Issued 08/13/2017 Reviewed 01/19/2021 Approved by: District Fire Chief Board of Fire Commissioners</p>
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unable to return to work, shall provide written documentation to that effect. The firefighter may then be referred to a physician designated by the Township of Mantua to reconfirm this compensation leave case.

9.2 Supervisory Responsibilities

9.2.1 Immediately respond to the scene.

9.2.2 Insure that the affected employee, when necessary, is transported to an appropriate medical facility using the supervisor's and/or medical personnel's discretion. The employee may be transported by another firefighter, the shift supervisor, or appropriate medical personnel, depending on the nature and extent of the injury/exposure. Options for care are:

9.2.2.1 Minor injury requiring no professional treatment or treatment by EMS personnel on scene.

9.2.2.2 Urgent Care facility, examples including but not limited to:

9.2.2.2.1 Minor burns or injuries

9.2.2.2.2 Sprains or strains

9.2.2.2.3 Allergic reactions (nonlife-threatening)

9.2.2.2.4 Rash or skin irritation

9.2.2.2.5 Animal bite

9.2.2.2.6 Broken bones

9.2.2.3 Emergency Room, examples including but not limited to:

9.2.2.3.1 Chest pain

9.2.2.3.2 Difficulty breathing

9.2.2.3.3 Severe bleeding or head trauma

9.2.2.3.4 Loss of consciousness

9.2.2.3.5 Sudden loss of vision or blurred vision.

9.2.3 Take immediate corrective action, when necessary.

9.2.4 Document any facts and circumstances related to the incident.


9.2.5 Notify the District Fire Chief utilizing the supervisor's discretion, notification may be postponed until normal business hours for less serious incidents, as long as, the on duty supervisor has been notified, or if the supervisor is the injured employee

9.3 Forms and Reports

9.3.1 The District Fire Chief or his designee will insure that proper notification is made to the human resources department on the first business day upon his/her return to work.

9.3.2 The District Fire Chief will coordinate with the township's workers compensation case management as necessary.

9.3.3 All involved employee(s) are required to complete a written report detailing the circumstances surrounding the injury.

	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>Sick Leave & Workplace Injury</p>	<p>Page 6 of 7 Document ID: SOG # 212 Issue No: 1 Issued 08/13/2017 Reviewed 01/19/2021 Approved by: District Fire Chief Board of Fire Commissioners</p>
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9.3.3.1 If the incident involved an exposure to blood or other bodily fluid, officers are referred to the Reporting Injuries and Accidents Policies, Procedures and SOG's #205

9.3.3.2 The affected employee shall complete a detailed report documenting his/her exposure.

9.3.3.3 The affected employee's supervisor shall complete a "Supervisor's Incident Investigation Report."

9.3.3.3.1 Directions for supervisors:

<http://tricojif.org/wp/wp-content/uploads/2012/05/Supervisors-Incident-Report-Instructions-May-2013.pdf>.

9.3.4 Employees/supervisors may be required to complete additional forms and reports as deemed necessary by the township human resources department.

9.3.4.1 Additional forms are located on the TRICO JIF website at:
<http://tricojif.org/wp/claims/claims-forms/>.

9.3.5 All reports shall be completed prior to the end of the employee's and supervisor's shift, absent extenuating circumstances, and provided to the appropriate administrator.

9.3.5.1 If the District Fire Chief will be unavailable on the next business day, the employee and supervisor shall follow up the chain of command to insure that the paperwork is submitted to the JIF coordinator.

9.4 Review

9.4.1 A meaningful review of all injuries/exposures shall be conducted by the District Fire Chief or his designee. The review process shall take into consideration all facts and circumstances involved in the incident as detailed in all paperwork and reports compiled, and will seek to identify the following:

9.4.1.1 Whether the incident was handled consistent with departmental policies and procedures.

9.4.1.2 Whether the incident revealed a need for additional training.

9.4.1.3 Whether the incident revealed the need for additional equipment.

9.4.1.4 Whether disciplinary action is warranted.


10. Violations

10.1 The District Fire Chief or designee shall investigate suspected violations of this policy thoroughly, accurately, and completely.

10.1.1 Suspected violations include, but shall not be limited to:

10.1.1.1 An employee exceeds the standard within the monitoring period.

10.1.1.2 An employee fails to comply with this policy.

 <p>FIRE DISTRICT MANTUA TOWNSHIP 22 NJ</p>	<p>Policies, Procedures and Standard Operating Guidelines Manual</p> <p>Sick Leave & Workplace Injury</p>	<p>Page 7 of 7 Document ID: SOG # 212 Issue No: 1 Issued 08/13/2017 Reviewed 01/19/2021 Approved by: District Fire Chief Board of Fire Commissioners</p>
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10.1.3 An employee whose absenteeism exhibits a pattern.

10.1.4 An employee is absent without leave.

10.2 Sustained violations shall result in disciplinary action by way of progressive discipline unless the sustained violation is egregious or in violation of public policy.