

DEPARTMENT OF PUBLIC WORKS MANAGEMENT MANUAL

**Personnel
Directive**

Subject: EXTENDED PAID SICK LEAVE
REQUESTS

ADOPTED BY THE BOARD OF PUBLIC WORKS, CITY OF LOS ANGELES

June 20, 2007

PERSONNEL DIRECTIVE NO. 24

BACKGROUND

The Los Angeles Administrative Code, Sections 4.126(g) and (h), provide for the review and approval of paid sick leave in excess of 25 consecutive working days and 63 consecutive working days, respectively, unless the employee's absence is justified based upon the Family Medical Leave Act. This section is not intended to deny payment for a legitimate illness, but to ensure the proper use of sick leave. It is necessary that the employing Bureaus or Offices provide the required information to the Office of Management-Employee Services. Procedures for submitting and processing extended paid sick leave requests are contained in this Directive.

PROCEDURES

I. Employing Bureau or Office Informs Office of Management-Employee Services of Extended Sick Leave

A. Whenever an employee is absent on paid sick leave, either full or partial pay, for more than 25 consecutive working days, the employing Office or Bureau shall notify the Office of Management-Employee Services by memorandum. This notification shall be made immediately after the employee's 25th consecutive working day of paid sick leave.

B. Computation of 25 Consecutive Working Days of Sick Leave

1. In computing the 25 consecutive working days of sick leave, the following conditions shall be observed:
 - a. Legal holidays, vacation and overtime off shall be excluded from the count.
 - b. Sick Leave interrupted by legal holidays, vacation or overtime off shall be counted as continuous sick leave for computational purposes.

EXAMPLE: An employee's regular workweek is Monday through Friday. He/She is absent on sick leave on Monday, Tuesday and Wednesday, three consecutive working days. The next day is Independence Day, which shall not be counted against leave. He/She is absent on sick leave on Friday, the next working day following the legal holiday. That Friday shall be counted as the fourth consecutive working day on sick leave.

2. Determinations on employee requests for vacation or overtime off while on extended sick leave, shall be made as follows:
 - a. If the employee would otherwise lose such vacation time or overtime off, or if he/she has no remaining paid sick leave, the request shall be granted.
 - b. If the employee would not lose such vacation time or overtime off, the request may be granted at the discretion of the employing Office or Bureau.
- C. The employing Office or Bureau shall continue the employee's paid sick leave as long as he/she reports sick on a weekly basis and until the respective Office or Bureau makes a determination on the employee's "Extended Sick Leave Request."
- D. The Bureau shall complete Form Gen. 89, "Extended Sick Leave Request," and Form Gen. 91, "Medical Information Certificate," (see attachments) and distribute copies as indicated on the form.
- E. A cover letter to the employee shall inform him/her that additional paid sick leave may not be granted if the forms are not completed and returned to the City Medical Director within the specified time.

II. Recommendation by Personnel Department

The Medical Director of the Personnel Department upon the receipt of the request shall make a recommendation on the request and return it to the Bureau.

III. Determination by Employing Office or Bureau

Office or Bureau management may approve or disapprove additional paid sick leave; but in all cases it shall give full consideration to the recommendation of the Medical Director. Any Office or Bureau determination contradictory to the recommendation of the Medical Doctor should result only from unusual circumstances not previously considered.

IV. Reporting Subsequent Periods of Extended Sick Leave

In accordance with Section 4.126(h) of the Administrative Code, the foregoing procedure, steps I through IV, shall be reinitiated when:

- A. Paid sick leave extends for a period of 63 consecutive working days beyond the first 25 consecutive working days; and
- B. For each subsequent period of 63 consecutive working days of paid sick leave.

Attachments: (1) Extended Sick Leave Request
(2) Medical Information Certificate

References: Administrative Code Section 4.126(g) and (h)
Personnel Procedure Manual, Sec. 13.600 - 13630