St. John's Regional Fire Department
Policy and Operational Guidelines

Title: 01-03-14	Reporting Sick and Returning to Work
Document Type:	Operational Guideline
Status:	
Issued By:	Director/Chief SJRFD
Index:	01 Organization
Section:	03 Administration
Title:	14 Reporting Sick and Returning to Work

Purpose

To outline the process for reporting sick & reporting back to duty after being on sick leave.

Background

This replaces POG #01-03-14, "Reporting Sick and Returning to Work", dated 2020/09/23.

Procedure

Reporting Sick:

1. Rotating Shift Personnel – Suppression

    - Shall advise the officer in charge at Central Fire Station one (1) hour prior to their scheduled start of shift that he/she is unable to report for scheduled duty due to sickness.

2. Rotating Shift Personnel – Dispatch

    - Shall advise the following one hour prior to the scheduled start of shift that he/she is unable to report for scheduled duty due to sickness:

    a. Communications Supervisor during working hours (7:00am to 3:30pm); or

    b. Platoon Chief on Duty after hours, weekends and statutory holidays.

3. Day Shift Personnel – This will include Fire Prevention Division, Training Division, Administration Staff (1289) & Mechanical Division (569)

    - Mechanical - Shall advise the Manager, Mechanical Services one (1) hour prior to their scheduled start of duty that he/she is unable to report for scheduled duty due to sickness.
    - Fire Prevention & Training and Communications Supervisor – Shall advise the Deputy Chief, Support Services one (1) hour prior to their scheduled start of duty that he/she is unable to report for scheduled duty due to sickness.
    - Administration - Shall advise the Supervisor, Administrative Services one (1) hour prior to their scheduled start of duty that he/she is unable to report for scheduled duty due to sickness.

Return to Work From Sick Leave:

4. Leave request form to be submitted immediately upon return to duty to the following:

    Suppression: On duty Platoon Chief (Officer in Charge)

    Dispatch: Deputy Chief, Support Services

    Fire Prevention: Deputy Chief, Support Services

    Training Division: Deputy Chief, Support Services

    Administration Staff: Supervisor, Administrative Services

    Mechanical Division: Manager, Mechanical Services

Medical Certification:

5. Please be advised that when a medical certificate is required, employees should present this certificate upon return from sick leave to their appropriate Officer/Supervisor/Manager. If for whatever reason this is not done, employees will be responsible for ensuring that the medical certificate is forwarded to and received by the Administration Office (sjrfdadmin@stjohns.ca) prior to returning for the next scheduled work shift.

6. When employees return from sick leave and submit required medical certificates they must be appropriately dated, signed by your Doctor and worded so that they clearly authorize the employee's absence from work for the full period in question and certify that the employee saw the doctor during the absence. Statements such as "visited or attended this clinic", "saw me for medical reasons", etc. may under certain circumstances provide justification for an hour or two of absence, but not for use of sick leave for one or more shifts/days.

7. Required medical certificates that do not comply with this POG will not be accepted and the time will be handled as an unauthorized absence. In such cases, the employee will not be paid

for the period during which they were absent and will not be permitted to change the day and/or shift to other leave.

8. Original medical certificates and photocopies via interoffice mail, email and fax will all now be accepted, and the employee may keep the original for their own records.

NOTE: Sick Leave under the current collective agreements of IAFF Local 1075, Canadian Union of Public Employees Local 569 & CUPE Local 1289 apply.

Approvals
The Director/Chief of SJRFD

Responsibility

St. John's Regional Fire Department

POG #01-03-14
Approved by:

Sherry L. Colford
Fire Chief
Director of Regional Fire and Emergency Services

2021-07-27
Date

Appendix/Appendices
None