City of Allentown
Sick Leave Process Flow
June 2019

	Non-Bargaining	Fire	Police	SEIU
Rate of Accrual	1 ¾ days per month	2 ½ days first 36 months, then 1 ¾ days per month	2 ½ days per month	1 ¾ days per month
Cap on Accrual	200 days	175 days	180 days	200 days
Use	Non-work-related illness or injury	Non-work-related illness or injury	Non-work-related illness or injury	Non-work-related illness or injury
Must Report Sick	1 hour before start time	0600 for morning shift, 1400 hours for night shift	30 minutes before shift	30 minutes before the work day
Medical Certification needed	After 5 days	After 4 days	After 3 days	After 3 days
Retirement Payout per day not used	$10/day Cap of 100 days	$20/day, Cap of 125 days or $2500	No Pay out stated in contract	$10/day Cap of 100 days
Sick Bonus	Sick Bonus- if an employee uses less than two <u>sick days</u> in a year, they get one bonus personal day for the next year	No Bonus in Contract	Incremental sick leave incentive time can be accumulated if you use fewer sick days.	If employee has two or fewer consecutive sick <u>occasions</u>*. then they earn two additional bonus days

<u>Occasion</u>: Any period of consecutive days off, any portion of consecutive days off, any single day off or portion of single day, except for doctor's appointments (however, doctors' appointments policies differ from department to department. Also, FMLA does not count as an occasion per PPM page 28).

<u>FMLA</u>: Family Medical Leave Act

SICK PROCESS FLOW

1. Each department tracks their department's employees' time
   a. Police:
      o Attendance is tracked by day sheets.
      o When officers are sick, police officer/employees let their Captain or supervisor know thirty minutes before their shift.
      o The Captain or supervisor then notifies the time keeper who marks the officer or employee down for a sick day on the day sheet.
      o The day sheets are summarized into an Excel file for a master record.
   b. Streets, Public Works, Recycling & Solid Waste, Building Maintenance:
      o Attendance is tracked by a punch clock or a time sheet.
      o When an employee is sick they must let their supervisor know 30 minutes before their shift. The information is relayed to the time keepers so that the schedule can be changed and accounted for in the employee's time sheet.
      o Time keepers manually create a sheet summarizing the information from the time sheets and punch sheets. These compilations can take the form of an Excel file or a written sheet.
   c. Building and Standards:
      o Attendance is tracked by color coded sheets of paper (each color indicates a different reason e.g. yellow→sick, pink→personal day, etc.)
      o If an employee calls in sick, then it must be reported to the supervisor at least thirty minutes before the start of the work day.
      o The supervisor must relay this information to the time keeper.
      o A yellow sick slip must be filled out by either the employee or their supervisor to indicate the sick day.
      o Using these slips, the time keeper compiles times on a master roll in Excel.
      o The information on these slips is put into EDEN.
      o The EDEN activity audit report is run, and the time keeper ensures that the totals in the master roll file match the totals in the activity audit report.
         ▪ The master roll file allows the time keeper and supervisors to track how much sick time is being used by employees.
   d. Community & Economic Development (CED):
      o Attendance is tracked by time sheets.
      o Each Friday, the employee fills out their time sheets.
      o When an employee is sick they contact their supervisor before the start of the work day and the supervisor puts them down for sick leave on the computer calendar.
      o The time keeper then reviews the records on the computer and the employees time sheet to make sure that sick leave use lines up.
      o The time sheets are then summarized in Word and reviewed.
      o The time sheets are put into EDEN.
      o The EDEN activity audit report is run, and the time keeper ensures that the totals in the Word file matches the totals in the activity audit report.

e. Health:
   o Attendance is tracked by time sheets.
   o When someone is sick they must contact their supervisor thirty minutes before their shift starts.
   o Employees are required to turn in sick time forms when they return from their absence.
   o This information is compiled into an Excel file so that sick time can be tracked.
f. Parks & Recreation:
   o Attendance is tracked by a punch clock or a time sheet.
   o Employees must let their supervisor know that they are sick thirty minutes before their shift starts.
   o When an employee reports sick, the supervisor fills out an attendance sheet.
   o Attendance and time sheets are compared to make sure there are no discrepancies.
g. Fire:
   o Attendance is tracked by day sheets.
   o Employees must call their supervisor when they report in sick.
   o Day sheets are filled out by a Captain or Lieutenant in the Fire Center to reflect the use of sick leave.
   o Day sheets attendance is entered into EDEN when payroll is processed.
   o Activity report is run, and then sick information is compiled into Excel sheet to track.

2. Each department takes their compiled time sheets, Excel files, etc. and inputs the information into EDEN*.
   a. When entering FMLA into EDEN, time keepers must check the box indicating that the employee is on FMLA and they must also make a note of it in EDEN.

3. After payroll is run, the Payroll department prints a sick report and sends it to Human Resources (HR).

4. Using the sick report, HR reenters the sick data from the payroll report manually into the Action tab in EDEN

5. A Crystal Report is run to track sick occasions

6. HR reviews the Crystal Report and strikes out sick occasions that are FMLA.
   a. HR then has the true sick occasion for each employee.

7. If an employee is coming up on their limit of occasions, HR sends notification to the employee's manager including a formal letter to the employee.

8. The employee's manager meets with the employee to inform them of their sick occasions and give them a copy of the letter.

9. The employee's manager signs the letter and sends it back to HR to be filed.
    a. The employee is not required to sign the letter.

Doctor's Notes and Medical Certifications

1. Depending on employment category, when an employee is out sick for more than a certain number of days they must submit a Medical Certification.

	Non-Bargaining	Fire	Police	SEIU
Medical Certification needed	After 5 days	After 4 days	After 3 days	After 3 days

2. For HIPPA purposes, Doctor's Notes and Medical Certifications are sent directly to HR.

3. HR reviews the Doctor's Note/Medical Certification.
    a. If a mistake is made on the Doctor's Note or Medical Certifications or the validity of the Doctor's Note/Medical Certification is in question, HR may follow up with the doctor's office.

4. HR sends an email to the employee's supervisor to notify them that their employee was under the care of a physician.
    a. Because of HIPPA regulations, this email only has the employee's name and the range of days the employee was excused.

FMLA-Sick Process

1. HR finds out about an employee's potential FMLA qualifying event (from other managers, trends, etc.).

2. HR contacts the employee that they may qualify for FMLA.
    a. HR sends them a form letter and the FMLA forms.
    b. Alternately, the employee notifies HR directly that they may qualify for FMLA.
        i. HR sends them the FMLA forms.

3. The person in charge of FMLA in HR has 7 days to review the forms and access whether the employee qualifies for FMLA.
    a. The FMLA is effective the date of HR's disposition.
    b. If HR does not accept the application, then the employee does not receive FMLA.

4. If the employee receives the FMLA, then the employee's manager is also notified.

5. An employee must provide Medical Release before coming back to work, otherwise they will not be allowed to come back to work.