

Subject:	<b>Sick Leave Notification</b>	
Effective:	<b>4/1/2015</b>	<b>Procedure</b>
Update:	<b>9/1/2016</b>	
Reference:	<b>Lexipol 1014.1; DSA MOU, Section 10</b>	

**PURPOSE**

To establish the procedure for how employees make notification of the need to take sick leave within the Public Safety Dispatch Center.

**PROCEDURE**

1. Dispatchers calling in sick for a shift should notify the on-duty dispatch supervisor at least two hours prior to the beginning of their shift in order to allow time for adequate coverage to be arranged. The notification should be made with a phone call rather than a text message to ensure that those on duty are aware that there is a need to arrange coverage. In the absence of the dispatch supervisor, personnel calling in sick should speak with the dispatcher on duty who has the most seniority.