



Kern County Sheriff's Office
Policies and Procedures

TITLE: TRAINING-SICK LEAVE		NO: M-300	
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 15, 1991	REVIEWED: 03/09/2018	REVISED: 04/01/1996	UPDATED: 03/09/2018

POLICY

An assignment to attend a training function is a recognized duty assignment and personnel will not absent themselves from such an assignment without authorization from the Training Section. Emergencies may arise which prevent personnel from attending a training assignment, such as sick leave. Personnel assigned to a training function may request sick leave pursuant to the following procedure. This policy and procedure applies to all training functions, i.e.; in town and out of town courses, range, etc. Failure to comply with the duties listed in this section may result in disciplinary action.

PROCEDURE A. SICK LEAVE REQUEST

In all cases in which a member of the Sheriff's Office is assigned to attend a training function and the member is physically unable to attend due to illness or accidental injury or an illness or accidental injury to the member's immediate family as defined in County Ordinance Section 3.28.040, the member will:

- **Personally**, call the Training Section at (661)868-1699 **prior** to the time scheduled to attend the course.
- Provide the following information to the Training Section:
 - Employee's name
 - Name of the training function he/she was scheduled to attend
 - General nature of illness/injury
 - A telephone number which they can be reached at during their absence

A telephone answering machine will record this information in the event Training Section staff are not available at the time of the call.