



Kern County Sheriff's Office

Policies and Procedures

TITLE: DUTIES OF PERSONNEL – SICK LEAVE			NO: B-400
APPROVED: Donny Youngblood, Sheriff-Coroner			
EFFECTIVE: August 1, 1990	REVIEWED: 12/12/2024	REVISED: 12/12/2024	UPDATED: 12/12/2024

POLICY

Sick leave is a benefit established for probationary, temporary, provisional, elected/appointed and permanent employees, negotiated by appropriate bargaining units. County Administrative Policy and Procedures Manual, Chapter 1, regulates sick leave accrual and use. The Kern County Sheriff's Office will follow applicable County Policies, all applicable Memorandums of Understanding (MOU), and has established the following procedures to effectively manage the sick leave benefit.

DEFINITIONS

Paid Sick Leave: A paid leave of absence taken by the employee using accrued paid sick leave hours due to illness, accidental injury, or pregnancy and related complications of, the employee or member of the employee's immediate family as defined in Administrative Policy and Procedures Manual, Chapter 1.

Request for Sick Leave: Oral or written request by the employee, or responsible person designated by proper authority.

Family Member: Shall include an employee's child (biological, adopted, foster child, stepchild, legal ward, or child to whom the employee stands in loco parentis), parent (biological, adopted, foster parent, stepparent, legal guardian, or person who stood in loco parentis when the employee was a minor child), spouse, registered domestic partner, grandparent, grandchild, sibling, parent-in-law, grandparent-in-law, or sibling-in-law, or designated person identified by the employee at the time of leave. An employee is limited to one designated person per 12-month period.

Family Sick leave is limited to 80 hours per calendar year. Labor Code section 245.5 (c)

DIRECTIVE A

- Sick leave may be used for illness which prevents an employee from performing normal job functions.

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- Sick leave may be used for the diagnosis, care, or treatment of an existing health condition, or preventative care of an employee.
- Sick leave may be used for the diagnosis, care, or treatment of an existing health condition of, or preventative care for an employee's family member.
- For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code sections 230 (c) and 230.1 (a).
- or in accordance with an applicable MOU.

DIRECTIVE B

Absent exigent circumstances, employees will notify their direct supervisor, on duty supervisor, or next available supervisor/manager at least two hours prior to the start of their workday (to include voluntary and mandatory shifts/overtime) if they will be absent from work for reasons listed in Directive A.

DIRECTIVE C

Employees may be required to submit a doctor's certification upon the request of the department head (or designee) or the County Administrative Officer when the employee intends to use accrued leave time, other than accrued sick leave hours, to cover absences of three consecutive days, or three days in one month.

DIRECTIVE D

Employees seeking a leave of absence under FMLA, CFRA, or PDL are directed to comply with the requirements of the applicable leave program. Employee's may contact Sheriff's Risk Management at SheriffRM@kernsheriff.org to obtain information regarding eligibility and leave process.

DIRECTIVE E

All employees are expected to comply with policy and procedure when requesting use of accrued vacation, alternate days off or compensatory time. Employees will refrain from claiming illness to circumvent the applicable policies for requesting the use of accrued vacation, alternate days off or compensatory time. An employee may be subject to discipline, (up to and including termination) for the knowing misrepresentation regarding the nature of paid time off with the intention to circumvent departmental leave policies.

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DIRECTIVE F

When evidence of illness is submitted, according to the provisions of this Policy, all written medical statements will be kept in the employee's personnel file in a separate confidential medical file and will be forwarded to the Director of County Personnel.

DIRECTIVE G

Administrative Policy and Procedures Manual, Chapter 1 prohibits County departments from denying an employee the right to use paid sick leave, or discharge, threaten to discharge, demote, suspend, or in any manner discriminate against an employee for using paid sick leave, or attempting to exercise the right to use paid sick leave.

Failure to comply with the duties as listed in this policy may result in disciplinary action as deemed appropriate by the Sheriff-Coroner.

Unapproved absences may result in disciplinary action as deemed appropriate by the Sheriff-Coroner.

DIRECTIVE H

When an employee is taken off work, or anticipated by their doctor to be off work, due to an injury or illness for more than six (6) consecutive months, the employee shall turn in all county issued equipment to the property room. In the event an employee is unable to turn in their county issued equipment due to their injury or illness, the employee shall contact the Senior Human Resource Specialist assigned to the Sheriff's Office Risk Management Unit to make alternative arrangements.

Once the employee is returned to work in any status, including light duty, the property room will reissue the equipment to the employee.

Note: This does not include department identification cards.

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