

**Administrative Procedure  
John Dempsey Hospital  
University of Connecticut Health Center**

**Procedure for: Attendance – Sick Leave/Professional**

Policy: Use of sick leave will be monitored by the appropriate evaluator and utilized in the evaluation process.

- Definitions:
1. “Casual” use of sick time is defined as use of sick time for one day at a time or two successive days. (Time Report Codes: 180-Sick Leave; 184-Sick Leave Family)  
Under conditions when sick leave must be authorized in advance (e.g. day surgery), the employee provides a medical certificate and the leave is not considered as “casual”.
  2. A pattern in use of sick leave may be defined by use of sick leave on a particular shift or before and after scheduled days off.
  3. For the purpose of record-keeping, the year will be defined to coincide with the Annual Performance Evaluations for each employee.
  4. This policy pertains to all full time and part time professional employees.
  5. An occurrence of sick leave is defined as use of one or more successive days of sick leave.

Procedure:

ACTION

POINTS OF EMPHASIS

1. The number of occurrences of sick leave should not exceed six (6) per year.
2. If more than six occurrences are used, disciplinary action may be initiated.

1. A medical Certificate may be required at any time by the Supervisor.
2. Requirement for a medical certificate can be withdrawn after improvement to a satisfactory level has been shown for a period of one (1) year.

At that point a service rating must be filed. The use of more than six (6) occurrences may be considered “Unsatisfactory” in the rating.

Procedure:

ACTION

POINTS OF EMPHASIS

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| <ul style="list-style-type: none"> <li>3. If sick leave is taken prior to or following X, T, V, or H days, on a particular shift, a medical certificate may be required by the immediate supervisor.</li> <li>4. After two (2) occurrences of sick leave use on a weekend, subsequent use of sick leave on a weekend may result in the scheduling of equivalent weekend time on the next time schedule.</li> <li>5. Sick leave use will be monitored.</li> <li>6. A record of unexpected absences, including sick leave, is incorporated in the Annual Performance Evaluation for the Department and Personnel based on the quarterly reviews.</li> </ul> | <ul style="list-style-type: none"> <li>3. If a medical certificate is not provided, a zero day may be given.</li> <li>4. A weekend occurrence is defined as time between 11 p.m. Friday to 11 p.m. Sunday.</li> <li>5. If expected standards are not met, the employee will be counseled as the first step of the progressive disciplinary process.</li> <li>6. Sick leave records may be documented on the employee's Resignation Summary.</li> </ul> |
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APPROVAL: Nursing Administrative Council

REFERENCES: UHP Contract Articles 11, 17  
Current 1199 Contract Articles 22, 33  
Current AFSCME Contract Articles 31, 16  
Current Independent Contract Articles 29, 17

EFFECTIVE DATE: 10/85

REVISION DATES: 3/86, 10/88, 1/90, 2/91, 7/94, 9/96, 11/97, 10/00, 10/03