



Charles County Department of Emergency Services
STANDARD OPERATING PROCEDURES

Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.02	Calling Out Sick and Sick Leave	PAGE: 1 OF 2
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REVISED: 09/2016	Authorized: William Stephens, Director	

101.02.01 Purpose

To establish general procedures for calling out sick and sick leave specifically for personnel working a modified 24/72 shift.

101.02.02 General

This SOP is a departmental adjunct to the Charles County Personnel Policy and Procedure Manual, Chapter 17.

101.02.03 Policy

1. Personnel may call out sick for any of the following reasons:
 - a. The employee is unable to perform the duties of his/her job due to injury or illness.
 - b. The employee has to care for an immediate family member. Sick leave may only be used for childcare issues if the child's daycare provider is closed due to illness.

2. Employees will be charged the appropriate sick leave for their time missed from calling out sick.

3. If there is an insufficient amount of sick leave in the employee's leave bank then compensatory time will be deducted accordingly.

4. In accordance with the Charles County Personnel Policy and Procedure Manual, any employee who calls out sick:
 - a. More than four times in a rolling year must submit a doctor's note along with a Leave Request Form.
 - b. For absences greater than two shifts, a doctor's note must accompany the Leave Request Form.
 - c. For two or more 24-hour shifts in a single month must submit a doctor's note along with a Leave Request Form.



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101.02.04 Procedure

The procedures for calling out sick are as follows:

1. The employee must notify the on-duty Medical Duty Officer the moment an incident occurs or an incident is realized which might lead to lost time at work. This cannot be done by text message, voice mail, email or any form of social media.
2. Employees electing to not report to work due to an injury or illness of themselves or an immediate family member should make notification to the on-duty Medical Duty Officer at least two (2) hours prior to the start of their shift.
3. Upon his/her return to work, the employee must complete a Leave Request Form documenting the time missed.
4. Attach all appropriate documentation to Leave Request Form/s as needed.