CITY OF PROVIDENCE
DEPARTMENT OF HUMAN RESOURCES

SICK LEAVE ABUSE POLICY

In order to ensure that the City of Providence provides the appropriate and timely response to the citizens of the City of Providence, it is necessary to have all employees report to work every day.

Absent extenuating circumstances, as defined by the Director of Human Resources, the following disciplinary procedure will be followed in dealing with absenteeism and the abuse of sick leave:

Employees who are absent from work for 3 days or more are required to provide documentation from a physician or other reasonable evidence as determined by the Director of Human Resources. This documentation is to be presented to the Department Director prior to starting work on the return date.

The discharge of eight (8) undocumented sick days (with or without pay) within a four (4) month period will require the employee to provide medical documentation from a qualified physician or other reasonable evidence as determined by the Director of Human Resources. This documentation is to be presented to the Department Director prior to starting work on the return date. This requirement will be in effect for six (6) months. If a continued pattern is present the requirement will remain in effect for an additional ninety (90) days. If the requirement is lifted and there is a repeated instance of four (4) sick dates discharged in a four (4) month period, the physician's note requirement will be reinstated. Once again, this would be in effect for six (6) months. If no additional sick leave abuse occurs, the requirement is rescinded. If abuse does occur, further disciplinary action will occur up to and including termination.

Step 1 - Failure to furnish medical documentation will result in lost time plus employee's inability to discharge sick leave for the period of absence with notice that should a further occasion occur, the City will commence with Step 2

Step 2
- Failure to furnish medical documentation will result in loss time, **plus**
- Employee's inability to discharge sick leave for the period of absence, **plus**
- Suspension equal to days of absence due to alleged illness/injury. If a further occasion should occur, the City will commence with Step 3

Step 3 - Failure to furnish medical documentation will result in loss time, and the City will advance to pre-termination hearing