

**BARNSTABLE COUNTY SHERIFF'S OFFICE  
ATTENDANCE POLICY**

**Sick Leave**

Sick leave shall be recorded by the fiscal calendar (July 1 through June 30). Sick leave of one and one-quarter (1.25) days per month shall accrue for each month of full-time service. Part-time employees shall accrue sick leave on a pro-rata basis. Sick leave may be accumulated up to a maximum of 200 days (1600) hours. Employees exceeding the maximum accumulation shall be allowed to maintain the accumulation, but not to accumulate any additional days.

**Sick Leave Use**

Sick leave may be used in cases of legitimate personal illness or immediate family illness. Immediate family shall be defined as the employee's spouse or child. Notice of an intended absence due to illness shall be provided three (3) hours in advance of the start of the shift to be worked whenever possible or as soon thereafter as practicable. Notice shall be given according to established practice.

Any employee absent for three (3) or more consecutive work days shall be required by the Sheriff or his designee to submit satisfactory proof of illness prior to receiving sick leave pay. Any employee who uses sick leave on dates they had previously requested off and were subsequently denied shall be required to submit satisfactory proof of the illness prior to receiving sick leave pay.

**Sick Leave Documentation**

The employee shall be responsible for documenting all sick leave days in excess of seven (7) sick leave days within five (5) business days upon returning to work. In order for documentation to be accepted it must specifically state the employee was unable to work due to illness or injury to themselves or an eligible family member. The documentation must address the exact days missed.

**Unacceptable Sick Leave Documentation**

Where medical documentation fails to state the employee could not work or when the documentation is inconsistent with the actual sick days used, the documentation shall not be accepted.

### **Sick Time Abuse**

Any sick usage in excess of seven (7) days without acceptable documentation shall constitute sick time abuse and shall be a basis for discipline or discharge. Any employee who attempts to use sick time above their accrued allotment will be deemed a sick time abuser and subject to discipline. During the year the Sheriff or his designee may notify employees in writing if they have met the definition of sick time abuse.

### **Tardiness**

It is a requirement of the Barnstable County Sheriff's Office that all employees be on time for their scheduled shift. Excessive tardiness may result in disciplinary action.