



## City of Pittsburgh Operating Policies

<b>Policy: Absence Policy (Sick &amp; Personal Leave Use)</b>	<b>Original Date: January 13, 2011</b>
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**PURPOSE:** To establish guidelines for employee leave of absences related to sick and personal leave.

**POLICY STATEMENT:** The following policy addresses employee absences due to sickness and personal time off.

*Disclaimer: No statements in this policy are intended or set forth as contractual commitments or obligations of the City to any individual employee or group of employees, or to establish an exception to the employment-at-will doctrine beyond that specified in the Civil Service Statutes and Rules or pertinent collective bargaining agreement. If there are differences between the various collective bargaining agreements and this policy, the pertinent collective bargaining agreement takes precedence.*

### **Policy Procedures**

#### **Union Positions**

All bargaining agreements stipulate the policy for their Collective Bargaining Unit employees, and are subject to all adherences of the language therein.

#### **Non-Union Positions**

1. An employee is required to report off on sick leave in accordance with the rules and regulations of his or her department on the first day of absence, and each day of absence thereafter, unless the employee provides an anticipated date when they expect to return to work, and the City does not believe the absence from work to be the result of abuse.
2. A Doctor's certificate may be required for an absence from work due to illness for four (4) or more consecutive workdays, or when the City believes the absence from work to be the result of abuse. For unscheduled absences of five (5) or more consecutive work days, refer to the Employee Leave of Absence Policy.
3. Personal leave time off must be requested in writing at least forty-eight (48) hours in advance of the time requested unless due to sudden illness or emergency. Such requests for personal leave time shall be responded to by the City within twenty-four (24) hours of the request. Final discretion to schedule personal leave time off shall rest with the City, but such requests shall not be arbitrarily or capriciously denied. In the event that more requests are received than can be allowed for the same day then the time off shall be awarded on the basis of seniority. Personal leave may not be used in units less than two (2) hours.