



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		  <small>ACCREDITED SINCE 2001</small>
Directive: 05	Subject: Officer Attendance	Effective Date: 06/01/1992
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to establish policy governing employee attendance standards for all sworn members of the University of Pennsylvania Police Department (UPPD) and to outline the appropriate procedures to follow for scheduled and unscheduled absences.

II. Policy

It is the policy of the UPPD that all employees have an obligation to be prompt when reporting to work, to remain at work for their assigned tour of duty, and to utilize sick leave only for a legitimate illness or other defined or contractually agreed purpose.

III. Scope

This directive shall affect all sworn employees.

IV. Definitions

- A. Employee: For the purposes of this directive, the definition of “employee” shall be any sworn member of the UPPD.
- B. Lateness: Not being in the workplace and ready for assignment by the start of the regularly scheduled workday.
- C. Pattern Of Sick Leave Usage: Three or more similar types of sick leave usage undocumented by a medical certificate occurring in any twelve (12) month period that establish a recognizable pattern as determined by the department (e.g., calling out sick on the same day of the week, calling out before or after days off, calling out on weekends, taking one sick day per month, etc.).

- D. Scheduled Absences: Time away from work, which is scheduled and approved in advance by the employee's supervisor. This includes paid time off (floating holiday and personal days, if applicable) jury duty, military leave, death in the family and sick time used for doctor/dentist appointments.
- E. Sick Leave: For members of the bargaining unit, see the Collective Bargaining Agreement (CBA). For other sworn employees, see the policies of the Division of Human Resources.
- F. Unscheduled Absences: One or more consecutive days away from work which are not scheduled in advance or approved by the employee's supervisor. This includes leaving the workplace before the end of the scheduled work hours.

V. Procedures

A. Sick Leave

1. Sick Leave Benefits

Police Officers' sick leave benefits may be utilized in accordance with the CBA. For those sworn individuals who are not members of the bargaining unit, sick leave benefits will be utilized in accordance with the policies of the Division of Human Resources.

2. Notification

a. All employees reporting off sick shall be solely responsible to:

- 1) Directly inform the PennComm Center Police Supervisor not later than two (2) hours before the start of his/her regularly scheduled workday. All sick calls will be made to the following telephone number: (215) 898-9441. Officers will not call out sick to PennComm personnel. If the PennComm Police Supervisor is not available at the time that the officer calls out sick, the officer will call back until he or she reaches the PennComm Police Supervisor.
- 2) If the employee is not able to call out sick personally, the caller must identify themselves and provide all information relative to the sick employee as mandated by this directive and the CBA.

b. Employees are required to call in every day of their illness. The requirement to call in every day may be suspended; circumstances will be reviewed on a case-by-case basis (e.g., a known extended illness such as a broken limb or surgery, would be circumstances under which the requirement to call in could be suspended). Each call shall be notated on the shift Summary Sheet (UPPD-8). The PennComm Police Supervisor will ensure that all pertinent information relative to the sick call (name of

officer, time of call, phone number and expected date of return) is notated on the Summary Sheet.

3. Health Care Provider Certification

- a. Employees will be required to bring in a medical certificate from their health care provider under the following conditions:
 - 1) Employee is in discipline status;
 - 2) Medical Certification for taking a Family Sick Day must include specific indication of the family member and any medical appointment if in Sick Abuse Status;
 - 3) Absence of four (4) or more workdays;
 - 4) Absence for time previously denied as vacation leave, personal days, or any other applicable paid time off;
 - 5) Employee reports off sick on any "Restricted Day", as defined by the department (i.e. Alumni Weekend, Graduation Day, etc.), severe weather and/or other exigent circumstances if in Sick Abuse Status or;
 - 6) Documentation will be required if an officer calls off Sick for a required court attendance if in Sick Abuse Status. (For example, call off sick for court on Tuesday morning and then report for work at 2:30 pm on that day.)
- b. Medical certificates shall include:
 - 1) Date and doctor's authorized signature;
 - 2) Date and time the employee was treated;
 - 3) Address and telephone number of the doctor or practitioner; and
 - 4) Date of expected return.
- c. Officers will submit medical certificates from their health care provider to their shift supervisor upon returning to the workplace after an illness or injury. It shall be the responsibility of the shift supervisor to submit the original medical certificate to the payroll manager's office. A copy will be maintained in the officer's file in the sergeant's office, and the involved commander will ensure that a copy will be sent to the Captain of Patrol, a copy will be sent to the Captain of Staff and Administrative Services, and a copy will be sent to the payroll clerk and to the Director of Finance and Administration.

4. Fitness for Duty Physical – Off Duty Illness or Injury

- a. Employees shall be examined by Penn Occupational Medicine, at the department's expense, prior to returning to work, if either of the following conditions apply:
 - 1) The employee is absent, due to illness or injury, ten (10) or more workdays; or
 - 2) If the illness or injury is one that impacts the employee's ability to perform the job.
 - b. Employees, who are informed by a supervisor that they are to schedule an appointment with Penn occupational Medicine prior to returning to duty, shall call 215-227-2354 at their earliest convenience to schedule a "fitness for duty physical."
 - 1) Employees who are out for an extended period (ten (10) days or more) due to illness or injury should contact Penn Occupational Medicine, to schedule their "fitness for duty physical," at least five (5) days prior to their release date from their private physician. A Physical Capabilities Form should be obtained by the employee who will then have the form completed by their private physician. Employees shall notify the Captain of Staff and Administrative Services of the date and time of the appointment with Penn Occupational Medicine.
 - c. When reporting to Penn Occupational Medicine, employees shall bring all test results and medical records from their treating physician with them to the examination (including the completed Physical Capabilities Form).
 - d. Employees shall not return to work until declared "fit for duty" by Penn Occupational Medicine.
 - e. Upon being declared "fit for duty," employees shall report to the Captain of Staff and Administrative Services for authorization to return to duty.
 - f. Upon return to the workplace, employees shall submit the Penn Occupational Medicine clearance certificate to the Captain of Staff and Administrative Services.
5. Sick Checks
- a. In accordance with the Collective Bargaining Agreement, only officers in sick abuse status may be sick checked. Employees will be given a letter of warning if they are about to lapse in sick abuse status. Employees in sick abuse status are subject to sick checks via telephone or personal visits from an on-duty UPPD Supervisor or Police Supervisor within the local jurisdiction in which the officer is convalescing.
 - b. All sworn personnel at the rank of sergeant and above may be sick checked unless he/she has accumulated forty-five (45) days or more of sick days.

- c. It will be the responsibility of the Shift Commander or Supervisor to ensure that sick checks will be made via phone during "reasonable hours" (between 0600-2200 hours). Supervisors will ensure that all sick checks are documented by entering the time of the check, the telephone number, the address where reached and the response received on the Summary Sheet (UPPD-8).
- d. Unanswered sick checks shall be handled as follows:
 - 1) If a sick check goes unanswered, the supervisor will document the check on the (UPPD-8) as outlined above.
 - 2) The supervisor will attempt a second sick check not sooner than thirty (30) minutes after the original call. If this second sick check goes unanswered, the supervisor will document the second check on the (UPPD-8) as outlined above. The employee will be deemed to be away from their place of convalescence without permission and will be subject to disciplinary action. A memorandum (UPPD-28) documenting the second unanswered sick call will be submitted to the Chief of Police via the chain of command.
 - 3) No additional sick checks will be made without the expressed approval of the Chief of Police or designee.

B. Unscheduled Absences

- 1. The department cannot tolerate unscheduled absences. An unscheduled absence will be any absence from an assigned tour of duty, an accepted overtime assignment, court, training or other required functions, without proper notification to the department and/or without approval by a supervisor for reasonable cause.
- 2. Employees who are absent from work are required to notify a supervisor in accordance with this directive. Any employee who is absent for three (3) working days without notice is deemed to have quit.

C. Leaving Early

- 1. An employee who needs to leave work early will contact his/her supervisor and request to do so while stating their reason. No employee will leave early without requesting and receiving approval of a supervisor. The request shall be made in writing utilizing the "Request for Time Off Form". When approval is granted, the employee's benefit time will be utilized.

D. Lateness

1. Employees of the department are expected to report for duty on time and be prepared for immediate assignment.

E. Record Keeping And Supervisory Responsibilities

1. Reporting Off Sick

- a. When an employee reports off sick, the PennComm Center Police Supervisor will:

- 1) Ensure the specific location and phone number where the employee is confined are recorded on the Summary Sheet (UPPD-8); and
- 2) Make the appropriate entry (Sick) on the handwritten Assignment Sheet (UPPD-30) and the computerized Assignment Sheet.

- b. Upon return to the workplace, the employee shall complete a Request for Time Off form (UPPD-70) and submit the completed form to their supervisor.

- 1) The supervisor will check the form for accuracy and enter the appropriate recommendation and any comments on the bottom of the form.
- 2) The supervisor will sign and date the form and return the original form to the employee.
- 3) A copy of the original signed form will be forwarded to the Captain of Staff and Administrative Services.
- 4) The supervisor will maintain a second copy of the original signed form.

2. Leaving Early

- a. If it comes to a supervisor's attention that an employee has left the workplace prior to the end of his/her scheduled tour of duty without prior approval, and the supervisor is unable to contact the employee by police radio, the supervisor will:

- 1) Request a time check via police radio; and
- 2) Ensure that the PennComm Center Police Supervisor makes the appropriate entry (Unscheduled Absence) on the Assignment Sheet (UPPD-30) and the computerized Assignment Sheet.
- 3) Prepare a memorandum (UPPD-28) to the Captain of Patrol stating the facts and circumstances of the situation.

3. Reporting to Work Late

- a. Whenever an employee reports to work late, the supervisor will ensure that the PennComm Center Police Supervisor makes the appropriate entry (Late) on the Assignment Sheet (UPPD-30) and the computerized Assignment Sheet "docking" the employee's pay for the amount of time that the employee was late.

4. Fitness for Duty Physical

- a. Employees shall submit all Penn Occupational Medicine clearance certificates to the Captain of Staff and Administrative Services upon return to work after being declared "fit for duty" by Penn Occupational Medicine.

F. General Health And Physical Fitness

1. The department encourages its members to maintain a level of physical fitness necessary to effectively perform the tasks of their assignment. Annually, the department will conduct a Physical Abilities Test to ensure the fitness of its members.
2. In addition to the Physical Abilities Test, the department provides a gymnasium facility located at UPPD Headquarters that is available for all employees to use when off duty. Discounted memberships are available for all employees at University fitness centers and recreation facilities through the Department of Recreation. The Division of Human Resources Benefits Office, in conjunction with area fitness centers, also provides discounted membership fees at these centers. Further information relative to this program may be found at the Human Resources website.

G. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

H. Officers Assigned To Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

I. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.