



## CITY OF PROVIDENCE

### 4.3 SICK TIME ABUSE POLICY

#### Purpose

The purpose of this policy is to standardize practices and procedures relating to the identification of sick time abuse and to provide guidance on when an employee's sick time usage should be reviewed for potential abuse.

#### Scope

This policy applies to all full- and part-time employees of the City of Providence.

Nothing in this policy shall supersede, modify, or diminish any rights, benefits, or obligations contained within applicable collective bargaining agreements (CBAs) or laws. In the event of a conflict, between this policy and a CBA, the CBA shall prevail for covered employees. For all other employees not covered by a CBA, this policy shall govern.

#### Policy

To ensure that the City of Providence provides appropriate and timely service to constituents and fellow municipal employees, it is necessary to have all city employees report to work every day as scheduled.

#### **1. Abuse of Time**

- A. The city defines the abuse of sick time as persistent or patterned use of sick time, or excessive use of sick time not associated with an approved leave of absence. Such instances of sick time abuse include but are not limited to the following:
  1. Employees who are absent from work for three (3) or more consecutive days, or who discharge three (3) or more full sick days (with or without pay) within a one (1) month period not associated with an approved leave of absence.
  2. Employees who discharge sick time on an hourly basis on five (5) or more occasions within a one (1) month period not associated with an approved leave of absence.
  3. Employees who exhibit a pattern or trend of sick time use, such as immediately before or after weekends or holidays, to circumvent the denial of vacation time, or any other established pattern of use that is not verified by a healthcare provider or associated with an approved leave of absence.
  4. Employees who exhibit a pattern or trend of hourly sick time use, such as for consistent tardiness, consecutive or specific days of the week, or any other established pattern of hourly use that is not verified by a healthcare provider or associated with an approved leave of absence.
  5. Employees who do not make good faith efforts to notify their department director or designated supervisor of their need to utilize sick time.
- B. Unless exempted at the discretion of the Chief People Officer, the above guides should be followed in identifying excessive absenteeism and the abuse of sick time.
- C. Departments are responsible for monitoring their employees' use of sick time.

#### **2. Leave of Absence Referral**

When applicable, employees who have exhibited sick time abuse or excessive absenteeism for a qualifying leave reason should first be referred to the Department of People and Culture to initiate a leave of absence request and determine their eligibility for leave.

#### **3. Compliance**

- A. Violations of this policy will be subject to progressive disciplinary action, to include a requirement to provide supporting documentation or other reasonable evidence as determined by the Chief People Officer in connection with the use of sick time for a period of three (3) months following the applied discipline.
- B. Repeated or severe violations will result in further progressive disciplinary action, up to and including suspension or termination.

**Related Policies:**

Discipline Policy

Code of Conduct

Workplace Theft and Misappropriation Policy

Attendance Notification Policy

Leaves of Absence Policy

**Other Related Information:**

[Local 1033 Collective Bargaining Agreement](#)