



Wintergreen Fire and Rescue Standard Administrative Policy	
Subject:	Sick Time
Reference Number:	ADM 02-008
Effective Date:	30-Jul-04
Last Revision Date:	N/A
Signature of Approval	Curtis Sheets, Chief

Purpose:

The purpose of this policy is to establish a standardized guideline for employees calling in sick for their assigned shift.

Policy:

Employees calling in sick for his/her assigned shift should notify an Assistant Chief as soon as possible, but no less than one (1) hour prior to the start of his/her shift.

The Assistant Chief will find coverage for the said shift.

The Assistant Chief will contact the shift captain letting him/her know the situation and who will be the replacement for the assigned employee.

The Assistant Chief and/or Chief have the right to require a doctor's note before the employee may return to work.

This policy is in accordance with Wintergreen Property Owners Association Employee Handbook.