

Phoenix Fire Department
Volume 1 – Operations Manual

EXTENDED SICK LEAVE

MP 103.02 C	Date Revised: 02/23
Related Policies: 103.02a	

PURPOSE

This procedure explains the process for members who are off sick for 30 days or more and what their responsibility is to the Fire Department Health and Wellness Center.

PROCEDURE

A Department member who has been off work on extended sick leave (30 calendar days) may be required to submit to a medical examination by the Fire Department Health and Wellness Center Clinician.

Such an examination shall be made immediately following a period of thirty (30) calendar days of sick leave and (within five (5) days after receipt of a letter from the) before returning to duty.

The member shall request his/her treating physician to complete the medical evaluation form provided and return it to the Fire Department Health and Wellness Center (within five (5) working days). before returning to work.

It will be the member's responsibility to notify the Fire Department Health and Wellness Center immediately (by telephone within three (3) days) after the examination if:

1. The member will be off for another thirty (30) days sick leave.
2. The member is scheduled to see a different physician.
3. The member will be released to regular duty or to a (light duty) Alternate duty assignment (within fourteen (14) days) as available following the required medical examination.

Additional medical examinations shall be made at thirty (30) day intervals as long as the member is on sick leave, unless otherwise directed by the Health and Wellness Center Clinician.

A Department member who has been on extended sick leave due to an injury or surgical procedure will be required to submit to a medical evaluation by the Health and Wellness Center Clinician prior to returning to regular duty or to a light duty assignment. The member will provide the Health and Wellness Center Clinician with release from his/her treating physician when reporting for such a medical evaluation.