

**OKOLONA FIRE DEPARTMENT
REPORT OF CALL-IN FOR SICK OR EMERGENCY LEAVE**

Employee Name: _____

Starting Date (mm/dd/yy): _____ Starting time (HH:MM): _____

Ending Date (mm/dd/yy): _____ Ending time (HH:MM): _____

Sick Leave: _____ Emergency Leave: _____ Platoon: _____

Family Medical Leave: _____ (FMLA, no note will be required if medical certification has already been submitted)

For Emergency Leave – Nature of Emergency:

Sick Leave Documentation Requirement:

See below for documentation requirements concerning Sick Leave.

Was Employee informed that documentation is required? Yes: _____ No: _____

Call in Taken by: _____

Date (mm/dd/yy): _____ Time (HH:MM): _____

Scheduling Officer: _____ Date (mm/dd/yy): _____

Fire Chief: _____ Date (mm/dd/yy): _____

Classification of Absences:

Classification of Absence	24/48 Employee	40 Hour Employee
Short Term	24 hours (1 full duty day)	8 hours up to 16 hours (1-2 full duty days)
Medium Term	48 hours (2 full duty days)	24 hours up to 40 hours (3-5 full duty days)
Long Term	More than 48 hours (More than 2 Full Duty days)	More than 40 hours (More than 5 Full Duty days)

- A. No Healthcare Professional documents will be required for any single absence of less than one full duty day (less than 24 hours for 24/48 employees or less than 8 hours for 40 hour employees). In other words an employee working a portion of his/her shift won't be required to submit any Healthcare Professional documentation.
- B. No Healthcare Professional's documentation will be required for the first two (2) Short Term Absences in the "Rolling Calendar Year" (a period of time consisting of 365 days). Healthcare Professional's documentation will be required starting with the third (3rd) absence in the "Rolling Calendar Year."
- C. Healthcare Professional's documentation will be required for all Medium Term Absences.
- D. Documentation for Medium Term Absences:
Any of the following forms of documentation are acceptable:
 - 1. A note written by the Healthcare Professional, Discharge instructions provided to the employee following a medical procedure or;
 - 2. Completion of the Healthcare Provider statement above or;
 - 3. FMLA Healthcare provider certification form.
- E. Acceptable Documentation for Long Term Absences:
The FMLA Healthcare provider certification form is the only acceptable documentation for any Long Term Absence.