Important reminders about Using Sick Leave

Here are some points to remember when using Sick Leave. Please mind them carefully.

• Make sure that you call in sick at least 2 hours before the start of your tour of duty.

• If you plan on leaving your home when you are sick, make sure to call in before you leave and when you return.

• Even if you are too sick to see a doctor, you need documentation confirming that you are sick. Call a doctor, arrange to have an appointment, and double-check that they have a record of your call.

• When filling out the Sick Leave form, make sure that the doctor’s line on the sheet is not altered in any way.

• You have three business days after your return to submit a doctor’s line.