





Administrative Policy

Title: Call In Sick Policy				
Administered By: Information Technology				
New Policy No.	Issue Date (Last Revised)	Renumber Date	Department Head Approved	City Manager Approved
04600.003	UNKNOWN (N/A)	01-03-17		

This Policy had been issued without a known Policy Number. Effective on the Renumber Date noted above, this Policy is hereby renumbered as the Policy Number noted above.

The latest version of the Policy is attached hereto and incorporated herein by reference.

**Attachment: Policy (UNKNOWN #)
Issued: UNKNOWN
Revised: N/A**

Information Technologies Call in Sick Policy



Effective Date

Control #

Revision #

Approval

PURPOSE

- 1) To inform I.T. staff of your absence
- 2) Distribute work load as needed do to absence
- 3) Make I.T. staff aware of potential illness

POLICY DESCRIPTION

Any staff member suffering from illness shall notify their immediate supervisor as soon as possible. Preferred method of contact is through direct phone communication to the supervisor. If you are unable to make the call, a family member can make it for you. It is recognized that illness can take place at night in which case an e-mail or voice message can be placed to your supervisor advising him or you expected absence.

If you expect you illness to keep you away from work for more that one day, contact your supervisor in the afternoon to inform them or your expected absence the following day. Also advise you supervisor of any meeting or other responsibilities you may have so that notice can be sent to affected persons.

Notify your supervisor and complete a leave slip immediately upon returning to work.