

**CAPITAL CITY FIRE/RESCUE**

**SOG NUMBER 50.4**

**STANDARD OPERATING GUIDELINES**

**DATE: 8/30/06**

**REVISION DATES:**

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**CALLING IN SICK AND HOLD OVERS**

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**OBJECTIVE:**

To provide direction to employees calling in sick.

**GUIDELINE:**

- 50.4.1** In order to have an effective hold over policy which allows the Department officers to provide minimum staffing, anyone calling in sick needs to do so by 7:00 am the morning that person is scheduled to work. The individual should call and talk only to the Glacier station captain by either the station phone or the Captain's cell phone (723-8187) regardless of the station for which they are assigned to work.
- 50.4.2** The only acceptable exception to this policy is if the Glacier station captain is unavailable by both station phone and cell phone, then the individual should contact the Juneau station captain or acting station officer to report in.
- 50.4.3** If an employee becomes sick or injured during their shift, they must immediately notify the station officer. As much as they are able, they need to remain on duty until another employee has arrived to replace them.
- 50.4.4** When it becomes apparent that additional staffing will be needed to maintain minimum staffing, captain or station officers will follow the Overtime Selection Standard Operating Guideline (SOG 51.0).