19.105 SICK/INJURED WITH PAY, OCCUPATIONAL EXPOSURES, 
AND SPECIAL LEAVES

References:
Procedure 12.817, Court Management System (CMS)
Procedure 12.830, Donated Time
Procedure 19.103, Military Leaves
Procedure 19.107, Family Medical Leave Act (FMLA)
Procedure 19.130, Limited Duty and Extended Sick Personnel
Procedure 19.140, Outside Employment
Fraternal Order of Police/City Labor Agreement
American Federation of State, County and Municipal Employees (AFSCME)/City Labor Agreement
City of Cincinnati Human Resources Policies and Procedure

Definitions:
Original documents - include photographs, hard drives, original Digital Video Recorder (DVR), BWC and any documents that are handwritten or contain an original signature.

Bloodborne pathogens - are infectious microorganisms in human blood that can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B (HBV), Hepatitis C (HCV) and Human Immunodeficiency Virus (HIV).

Other Potentially Infectious Material (OPIM) - is any blood, body fluids (semen, saliva, vaginal fluids, etc.) which visibly contain blood, or situation where it is difficult or impossible to differentiate between body fluids.

Note: Feces, sweat, nasal secretions, saliva, sputum, tears, urine, and vomit are not considered “OPIM” unless visibly bloody.

Bloodborne pathogen exposure - occurs when blood or OPIM are transferred from one human source to another via a sharp injury, contact with non-intact skin, eyes, or mucous membrane. Blood to intact skin is not a true exposure.

Opioids - are substances that act on opioid receptors to produce morphine-like effects.

Fentanyl-related substances - are powerful synthetic opioids much more potent than morphine.

Opioid exposure - occurs when a synthetic opioid is accidentally ingested by a person.

Sick Without Pay (SWO) Incident – for employees who have reached forty (40) hours of SWO in a calendar year, additional unapproved SWO occurrences within a given pay period will be considered as one incident for disciplinary purposes.

Medical Facility - A place where sick or injured people are given care or treatment, such as a hospital, urgent care center, or a clinic. For purposes of this procedure, a fire station is not considered a medical facility.
**Purpose:**
Provide Employee Health Service (EHS) with each employee's health history, enhancing their ability to provide the employee with proper medical care.

Establish a uniform Department procedure for recording and reporting personnel injured or exposed to infectious disease or substances in the line of duty.

Ensure necessary documentation of sick and injury cases.

Establish guidelines for requesting a special leave of absence.

**Policy:**
City primary care physicians may examine and diagnose Department employees when EHS is closed. Employees must follow all medical directives concerning duty status established by the treating physician.

Sick With Pay (SWP) should not be approved unless the employee has properly reported and justified the absence.

Medical information is considered confidential and will not be discussed with anyone who does not have a legitimate need for the information. This includes the reason provided when an individual calls off sick, injured, or Family Medical Leave Act (FMLA) related status.

Officers may not work a police-related detail while on light duty, in an off-duty injured with pay status, in any off-duty sick status, or off-duty due to any FMLA approved time.

Officers will not be disqualified from working an outside employment extension of police service detail when taking partial time-off (up to half of the officer’s regularly scheduled shift) to attend a qualified doctor/dental appointment utilizing Medical Dental Leave (MDL). Use of MDL exceeding half of the officer’s regularly scheduled shift would disqualify an officer from working an off-duty detail prior to working their next full shift.

Officers must physically report for work after being off duty while injured, sick, or taking FMLA approved time before working a police-related detail/PVO except when taking partial time-off utilizing MDL.

Officers who call their workplace and report themselves ready for duty are not eligible to work an outside employment extension of police service detail prior to reporting for their next scheduled tour of duty.

Officers who will be unable to attend court due to sickness or injury must report the days they will be unavailable for court to their immediate supervisor, who will enter the information into the Court Management System (CMS).

Employees are responsible to maintain knowledge of their time balances. Any unapproved Sick Without Pay (SWO) incident beyond 40 hours per calendar year will be subject to progressive discipline.
**Information:**

Bloodborne pathogen exposures can occur via needlestick or contact of mucous membrane or non-intact skin (e.g., exposed skin that is chapped, abraded, or afflicted with dermatitis) with blood or OPIM.

Possible methods of bloodborne pathogens exposure include:

- A puncture, laceration, or abrasion of the skin
- A splash or spitting into the eye, mouth, or interior of the nose with blood or OPIM
- Contact with broken skin including rashes, chapped skin, open wounds, or healing wounds with scabs.
- A human bite that breaks the skin

Possible routes of opioid exposure include injection, ingestion, contact with mucous membranes, inhalation, and transdermal (through the skin).

Injured With Pay (IWP) benefits may be initially approved for payment by the EHS Physician or by the Police Department, subject to final recommendation and approval by the EHS Physician.

District/section/unit commanders will approve or disapprove Sick With Pay (SWP) benefits.

Personnel Management may request the EHS Physician’s opinion in considering the decision to approve or disapprove SWP benefits.

Department employees may also refer to the Human Resources Policies and Procedures, Chapter 3 - Employees Benefits, and Chapter 4 – Leaves of Absence for additional information.

Disagreements with the determination of IWP, SWP, or FMLA status are handled according to current City/Department policy and procedure and/or current union contract stipulations.

The Form 91SP, Supervisory Investigation of Employee Injury, and the F91SP CHECKLIST are available on the Intranet, in the CPDFORMS folder on the H: drive of Department computers.

The Form 31EC, Employee Emergency Contact Information, is available in the CPDFORMS folder on the H: drive of Department computers.

**Procedure:**

A. Responsibilities of Department Employees Unable to Appear for Duty Due to Sickness or Injury
1. As soon as possible and before the start of the next tour of duty, notify a supervisor from the assigned unit. Department employees calling in sick should request to speak with a supervisor. If no supervisor is available at that time, the employee answering the original call may document the information and provide it to a supervisor as soon as possible. The supervisor can re-contact the sick employee if additional information is needed.

   a. Provide the supervisor with:
      1) The nature of the sickness or injury.
      2) How long you expect to be off duty.
      3) Whether you called or will call a physician or dentist.
      4) The telephone number where you can be reached.
      5) Notice of court appearances, off-duty details, meetings, public appearances and training dates that may need to be rescheduled.

   b. Contact EHS when directed by a supervisor.

   c. Comply with any request from the Police Department or the EHS physician to respond to the EHS.

   d. EHS will provide Personnel Management with the original Form 96 and a copy to the affected officer following the medical examination. The Form 96 will list any duty restrictions determined by the EHS Physician. EHS will contact the affected officer’s unit of assignment with any change in duty status.

      1) Personnel Management will compare the employee’s duties to the Classification of Physical Demands of Work listed on the reverse side of the form, complete the bottom portion of the form, and fax a completed copy to EHS within 24 hours.

2. When the condition improves allowing a return to duty, notify a unit supervisor as soon as possible.

3. If EHS approval is required, a sick or injured employee may not return to duty without approval.

4. Civilian employees are also governed by current City/union contracts or Human Resources Policies and Procedures.

B. Supervisory Duties When an Employee is Unable to Appear for Duty

1. Upon receiving a call that an employee is sick or injured:

   a. Document the information provided by the employee on a Form 25S, Application for Leave of Absence, or a Form 91SP, Supervisory Investigation of Employee Injury, as appropriate.
1) In the "Reason" section of the Form 25S, explain why the person is off sick or injured.
   a. Refer to Procedure 19.107, Family Medical Leave Act, to determine if the sick leave request falls under FMLA provisions.
2) On the Form 25S, indicate your recommendation to the district/section/unit commander to approve or disapprove use of SWP or IWP.
   a) Recommend the approval of SWP when the employee has properly reported and justified the request.
3) Forward the form through the chain of command to the district/section/unit commander.
   b. Record that the employee called off sick or injured in the unit blotter. Do not list the reason for Leave; only use type of leave, i.e. SWP, SPF.
   c. Ensure Personnel Management is notified when an employee is admitted to a hospital as result of an on or off-duty injury or sickness.
      1) If after normal business hours or on weekends, the information can be left on Personnel Management’s voice mailbox line number at 352-3534.
2. When an employee calls in sick and a supervisor has reason to believe the employee is improperly using sick time, or if a physician's or dentist's verification is necessary per the American Federation of State, County, and Municipal Employees (AFSCME) contract, the supervisor will:
   a. Direct the employee to produce a physician's or dentist's statement within three working days justifying the absence.
      1) Employees failing to bring in a physician's or dentist's statement may be subject to disciplinary action and should be carried in a Leave Without Pay (LWP) status.
   b. Prepare a Form 25S
      1) Check the "Physician statement is required" block.
      2) Enter the reason for requiring the physician's or dentist's statement.
      3) Route the form through the chain of command to the district/section/unit commander.
   c. Carry Division 1 employees SWP per union contract and Human Resources Policies and Procedures for the first 40 hours of their disability period, excluding the day of the injury, unless they are hospitalized for one or more days as a result of the on-the-job injury.
1) Non-sworn employees will not be carried IWP until a final decision is made by EHS Physician, except as outlined above.
   a) In those cases, the employee must identify the type of leave to be initially used, i.e., vacation, compensatory, SWP.

2) If IWP is approved by the Risk Management Office, the payroll reports and time book will be adjusted to reflect prior balances.

d. Direct the employee to contact EHS as soon as possible but no later than the end of the next business day and note this on the Form 91SP.

e. Workflow the completed Form 91SP through the chain of command to the district/section/unit commander.
   1) When work-flowing the 91SP, “Add Notification” to Personnel Management.

3. When an employee calls off or reports to their supervisor a recurrence of an on-duty injury:
   a. Complete a Form 17.
      1) Include the original ETS number, date of the original injury, date of recurrence, a brief description of the original injury, and a thorough description of the current problem.
      2) Complete a blotter entry noting the injury recurrence and original ETS number.
      3) Fax the Form 17 to both EHS and Risk Management.
   b. Carry sworn employees as IWP in the time book unless IWP benefits were denied by EHS.

C. Duties of District/Section/Unit Commander When an Employee is Unable to Appear for Duty Due to Sickness or Injury

1. Upon receipt of Form 25S for SWP benefits:
   a. Review and sign indicating approval or disapproval of the use of SWP benefits.
   b. Forward the original daily to Personnel Management via the chain of command.
   c. Maintain a copy in the district/section/unit tickler file.
      1) When an employee returns to duty, note the date of return on the unit copy. Send a copy to Personnel Management and transfer the unit copy to the employee's unit Medical Jacket.
2. Upon receipt of a Form 91SP or Form 17 documenting an injury recurrence for IWP benefits:
   a. Review and initial.
   b. Notify Personnel Management as soon as possible of the sickness/injury and date in cases of:
      1) On-duty injury or a recurrence of an on-duty injury.
      2) A hospitalized employee.
      3) Exposure to an infectious disease.
   c. Make a blotter entry, when appropriate, indicating Personnel Management, Employee Health and Risk Management were notified.
   d. Workflow the Form 91SP directly to Personnel Management.

3. Inform the affected bureau commander of cases involving serious injury, sickness, or extended sickness.

D. Sickness While on Duty

1. An employee becoming sick on duty will report the sickness to a supervisor. The supervisor will assist or make arrangements to transport the employee home, to EHS, to a private physician, or a hospital, as conditions determine. The supervisor will prepare a Form 25S as outlined in Section B.1.a.

2. Employees becoming ill while on duty are carried on the Payroll Attendance Report (PAR) and time book as sick for the portion of the day they are absent from their regular tour of duty. Record the off-duty sick time used in 15-minute increments.

E. Personnel Injured on Duty

1. Complete Form 91SP only if an employee is injured on-duty and medical treatment is either refused or not needed.

2. Personnel injured on duty and taken to a medical facility for treatment will be provided with an employee injury packet to be completed at the initial care facility.
   a. A packet is not required when treatment is received from EHS.

3. Investigating supervisors will review the treating physician’s medical evaluations prior to granting an employee IWP.

4. When a Department employee is injured on duty and treated by a physician or medical facility, a supervisor will:
   a. Scan and attach the following documents to the appropriate ETS case folder:
2) Bureau of Worker’s Compensation “Sharps Injury” form (BWC-6611, SH-12), if applicable, located in CPDFORMS/Personnel-Related Docs on the department H: drive.

3) Applicable release form, (e.g., Employee Health Service, hospital, or individual doctor.)

b. Workflow the completed Form 91SP through the chain of command to the district/section/unit commander. Ensure an “Add Notification” is made to Personnel Management.

c. Print a copy of the Form 91SP from ETS and fax the copy to:
   1) City’s current insurance provider (Matrix)
   2) Risk Management Office.
      a) Include a copy of the “Sharps Injury” form, if applicable.
   3) Employee Health Service.

d. Advise the employee to contact EHS as soon as possible.
   1) An employee unable to respond to EHS at the time of injury must notify EHS on the next EHS business day.
   2) If an employee is unable to respond or contact EHS due to the seriousness of the injury, Personnel Management will notify EHS of the employee’s injury and status.

e. Carry sworn employees as IWP for the disability period subject to final recommendation and approval by EHS.
   1) The day of the injury is considered a working day. Do not charge to IWP.

f. Carry Division 1 employees SWP per union contract and Human Resources Policies and Procedures for the first 40 hours of their disability period, excluding the day of injury, unless they are hospitalized for one day or more.
   1) The day of the injury is considered a working day. Do not charge to SWP or IWP.

g. Carry other full-time non-sworn employees as mandated by Human Resources Policies and Procedures.

5. When an off-duty employee calls off because of an unreported on-duty injury:
   a. Refer to Section E, Personnel Injured on Duty

F. Occupational Exposure to Infectious Diseases and Bloodborne Pathogens

1. Tuberculosis Exposures (TB)
a. For a known exposure to TB, the source patient should be immediately transported to University of Cincinnati Medical Center (UCMC) for testing. Contact EHS for further instruction.

b. The employee’s supervisor should complete a Form 91SP for an “occupational exposure.”
   1) The employee receives a copy of the Form 91SP.

2. Treatment for Bloodborne Pathogen Exposures
   a. Employee Responsibilities
      1) Remove contaminated clothing if possible.
      2) Immediately wash the affected area thoroughly with soap and water.
      3) Immediately report the incident to a supervisor.
      4) Transport the arrested subject to UCMC for testing if the subject is an adult. Hospitals will not test juvenile subjects without a parent’s signature. Transport juvenile subjects directly to 2020 Auburn Avenue unless a parent is present and willing to sign a consent form for testing. In that case, take the juvenile to Children’s Hospital.
      5) Indicate on the Form 527, Arrest and Investigation Report, any instances where the subject has refused to submit to testing or is a juvenile where parental consent could not be obtained, "Arresting employee exposed to blood/body fluids - court ordered test required". HCJC will process the court order as a condition of the subject’s bond. Juvenile Court will also process a court order for testing.
      6) If the source patient is a juvenile prisoner and parental consent could not be obtained, call Hamilton County Juvenile Division Chief Assistant Prosecuting Attorney at (513) 946-3140. If after hours, leave a voicemail with the juvenile’s name and birthdate and they will ensure the court order is requested.
      7) Call EHS on the day of the exposure to report the incident. If EHS is closed, contact them the next business day.
      8) Do not leave UCMC without the results of the source patient’s Rapid HIV Test results for adult subjects and Children’s Hospital for juveniles when parental consent is obtained.

b. Supervisor Responsibilities
   1) Call the UCMC bloodborne pathogen injury line at 585-8000 and speak to a representative who will determine whether an occupational exposure has occurred.
2) If through use of the injury hotline it has been determined that an occupational exposure has occurred, and the subject is an adult who is willing to submit to exposure testing, advise the affected officer/arresting officer that the subject should undergo source patient testing at UCMC before being transported to the Hamilton County Justice Center (HCJC). If the subject is a juvenile and a parent is on scene and willing to sign a consent form for testing at Children’s Hospital, transport the Juvenile to Children’s Hospital before transport to 2020 Auburn Avenue.

a) The exposed employee should accompany the source patient to UCMC or Children’s Hospital for testing.

b) In the event the source patient requires medical treatment at a hospital other than UCMC, the exposed employee should follow the source patient to that treating hospital.

3) If the source patient is a juvenile where parental consent for testing could not be obtained, or an adult who refuses testing or when the test is not performed for some reason at the hospital:

a) The exposed employee must respond to UCMC for counseling regarding their occupational exposure and necessary testing.

b) The exposed employee/arresting officer must make the court aware that blood tests need to be administered due to an occupational exposure. HCJC and Juvenile Court have protocols outlining which exposure labs are to be drawn on the source patient.

4) Verify the arresting/transporting officer has indicated the need for a court ordered blood test on the Form 527 so that the test becomes a condition of the subject’s bond. HCJC and Juvenile Court will process the court order once issued by the judge.

a) Adult subjects will be held until necessary tests can be administered. If having difficulty getting the court order, contact EHS at 352-1991 or 352-1990. They will contact the HCJC or Juvenile Court intake supervisor.

b) HCJC records or Juvenile Court will notify EHS of the test results if requested or indicated on the court order. Make sure EHS is aware of the exposure, source patient name, DOB and location where exposure labs were drawn.

5) Complete the Form 91SP.

a) If deemed an occupational exposure, complete the Form 91SP. Workflow the completed Form 91SP through the chain of command to the district/section/unit commander.
b) When work-flowing the 91SP, “Add Notification” to Personnel Management.

c) Fax a copy of the Form 91SP to Employee Health Service, Risk Management, and Matrix.

6) Scan the medical release into the computer and attach to the appropriate ETS case folder. Route the original medical release through channels.

7) The unit supervisor will contact EHS to ensure the exposed employee has notified EHS of the occupational exposure and is following the directives of EHS. Notify EHS where and when the source patient was tested for infectious diseases.

8) If treated at UCMC, a red packet will be provided to the employee by UCMC staff that includes recommended procedures and precautions. The employee and supervisor shall follow all recommendations.

3. When notified by EHS of occupational exposures involving deceased individuals, Personnel Management will notify the affected employee's district/section/unit commander. Employees will follow the protocol as outlined above. EHS will contact UCMC and arrange for testing at the coroner’s office if necessary.

   a. Personnel Management will be available to answer questions related to exposures.

G. Occupational Exposure to Opioids

1. Employee Responsibilities

   a. Notify a supervisor.

   b. Request Fire personnel respond for an evaluation.

   c. If it is suspected that a potential fentanyl-related substance was inhaled, immediately move to fresh air.

   d. If it is suspected that a potential fentanyl-related substance has been ingested through the mouth or eyes, rinse eyes and mouth with cool water.

   e. If it is suspected that a potential fentanyl-related substance made contact with skin, wash the exposed area immediately with soap and copious amounts of water. (Do not use hand sanitizer).

   f. If a suspected fentanyl-related substance gets on clothing, do not attempt to brush or shake the substance off the clothing. This could lead to aerosolizing the substance. Carefully remove the garment and place it in a bag. Wash the garment in the laundry machine located at 801 Linn St. If the garment is grossly contaminated, it should be disposed of.
2. Supervisor Responsibilities
   a. Ensure the employee is transported to UCMC for treatment.
   b. Ensure the fentanyl-related substance or item suspected of containing trace amounts of a fentanyl-related substance is recovered and tagged appropriately and sent to the lab for analysis.
      1) Put the exposed officer's name in the victim section of the Form 330 Property Receipt. This will assist with tracking the lab results.
      2) Ensure a Lab Evidence Submission Form is completed.
   c. Complete the Form 91SP.
      1) Workflow the completed Form 91SP through the chain of command to the district/section/unit commander.
      2) When work-flowing the 91SP, “Add Notification” to Personnel Management.
      3) Fax a copy of the Form 91SP to Employee Health Service, Risk Management, and Matrix.
   d. Scan the medical release into the computer and attach to the appropriate ETS case folder. Route the original medical release through channels.
   e. The unit supervisor will contact EHS to ensure the exposed employee has notified EHS of the workplace exposure and is following the directives of EHS.
   f. If treated at UCMC, a red packet will be provided to the employee by UCMC staff that includes recommended procedures and precautions. The employee and supervisor shall follow all recommendations.

H. Notification in Cases of Serious Sickness or Injury While On-Duty
   1. Personnel Management will obtain from every employee a completed Form 31EC, Employee Emergency Contact Information.
      a. The information contained on the Form 31EC will be entered/updated into the Records Management System (RMS) by Personnel Management and made available to Department supervisory personnel through RMS.
      b. The Form 31EC shall contain names, addresses, and phone numbers of both a primary and secondary contact person to be notified in case of an emergency.
      c. Changes to the Form 31EC are the employee's responsibility and can be made at any time by submitting an updated Form 31EC to Personnel Management.
         1) All Form 31EC information will be reviewed annually with the employee:
a) By Personnel Management during Annual Equipment Inspection, for all sworn personnel.

b) By the employee’s immediate supervisor every January, for all civilian personnel.

2. The employee, if conscious, should make the decision whether any personal notifies should be made.

a. If possible, the employee will personally make the call.

3. If the employee is unconscious or unable, a supervisor will contact the employee’s emergency contact person(s) designated on the Form 31EC.

a. In-person notification will be made, if appropriate.

b. Provide transportation for the notified person(s), if needed.

c. Consider using a member of the Police Clergy Crisis Team or a Peer Support member to assist with the notification.

4. A supervisor will ensure the district/section/unit commander is notified.

I. Special Leaves

1. The Police Chief or his designee has authority to approve the following special leaves in compliance with City/Department policy and procedure and/or current union contract:

a. Military Training (MT).

b. Sick Without Pay (SWO)

1) The Department will follow the current City guidelines as outlined in the Human Resources Policies and Procedures; Department procedures; the Manual of Rules and Regulations, Section Three – Attendance; and current union contract.

2) Up to 40 hours of SWO leave per calendar year will be granted when an employee is sick or injured but does not have a Sick With Pay (SWP) balance, has been refused donated time, or is sick or injured because of an outside job. After the first 40 hours of SWO, additional SWO may be granted by the Police Chief or his or her designee.

a) An employee who has accrued 40 hours of SWO leave per calendar year will be issued a Notice of Accrual, Form 17SWO, Sick Without Pay.

b) If the leave extends beyond one month, a medical certificate is required before return to work. No such leave may extend beyond one year.

c) Any unapproved SWO incident beyond 40 hours per calendar year will be subject to progressive discipline.
3) Supervisor Responsibilities
   a) For absences up to 40 hours of SWO per calendar year process the Form 25S, Request for Leave of Absence, through routine channels.

   b) On the first day of a SWO occurrence after the employee has reached 40 hours of SWO per calendar year, the supervisor will complete a Form 25S. If the supervisor determines the requested leave is not Family Medical Leave Act (FMLA) eligible, he or she will complete a Form 17. Refer to procedure 19.107, Family Medical Leave Act (FMLA).

      1] The Form 17 should include the following information:
         a] Based on the information obtained the leave is not FMLA eligible.
         b] The employee has reached 40 hours of SWO per calendar year.

      2] If the leave is not FMLA eligible, the Form 25S will not be approved by the immediate supervisor. The supervisor will sign and date the Form 25S under the “received by” section.

      3] The Form 25S and the Form 17, if applicable, will immediately be routed through the chain of command to the Police Chief for approval or denial.

4) District/Section/Unit Commander Responsibilities
   a) After receiving the Form 25S and the Form 17, if applicable, for an employee who has accrued 40 hours of SWO leave per calendar year, the district/section/unit commander, or his or her designee, will issue a Form 17SWO, in person or by certified mail, to the employee.

   b) The Form 25S and the Form 17, if applicable, will then be routed through the chain of command to the Police Chief for approval or denial.

5) SWO is approved or denied each pay period by the Police Chief.
   c. Leave Without Pay (LWP).

      1) The Department will follow the current City guidelines as outlined in the Human Resources Policies and Procedures; Department procedures; and/or current union contract.

      2. Employees requesting special leave will complete a Form 25S as soon as the need for the leave becomes known.
a. The original is routed through the chain of command to Personnel Management.

b. The employee's unit of assignment retains a copy in the employee's Medical Jacket.

c. The time book and PAR will reflect the time granted.

J. Responsibilities of Personnel Management

1. Serve as the Department liaison with EHS.

2. Maintain an annual file of Forms 25S pertaining to sick leave.

3. Maintain a list of personnel confined to a hospital.
   a. Notify the Police Chief's Office and the Fraternal Order of Police (FOP) of those employees admitted to a hospital.

4. Advise EHS of:
   a. Hospitalized employees.
   b. Employees exposed to an infectious disease.
   c. Other serious or unusual cases of sick or injured employees.

5. Send a copy of the sick and injured leave report to EHS weekly containing the information of personnel currently carried as IWP, light duty, and on extended sick leave.

6. Under special circumstances, and when advised by EHS, notify an employee's unit of assignment of an employee’s current duty status. Under normal circumstances, EHS notifies the employee's unit of assignment and gives the employee a copy of the Form 96 to give to the employee's supervisor.

7. Receive copies of Forms 25S for special leaves.

8. Receive and process Form 91SP via ETS for personnel injured on-duty.
   a. Place copies of the Form 91SP in the employee's Medical Jacket.
   b. Complete a Form 74S, Injured with Pay Recommendation, on all approved IWP leaves.

9. Finalize the case in ETS.

10. Receive and enter/update all employee Form 31EC information into RMS.

K. Tracking Personnel on Extended Sick or IWP Leave, or on Extended Light Duty

1. The district/section/unit commander, who has an employee in an off-duty sick status for seven or more consecutive days (counting off days), or in an extended IWP or light duty status will call or email the Limited Duty Coordinator on Monday between 0800 and 1200 hours and provide the employee’s name and the nature of the sickness or injury.
2. Personnel Management will provide the Police Chief with a list of Department employees on extended sick or IWP leave, or on extended light duty. Personnel Management will update the list weekly.

3. Personnel Management will function as the liaison with EHS to ensure EHS is aware of employees who are on extended sick or IWP leave, or on extended light duty in the event further medical evaluation is in order.