



# WEBER COUNTY ANIMAL SERVICES

## POLICY AND PROCEDURES

### SICK LEAVE

EFFECTIVE DATE: 02/01/2011 STANDARD NUMBER: N/A	REVIEW DATE: 03/10/2011 APPROVED: <u>Signature on file</u> Sheriff Signature
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#### 1. Purpose:

To make sure that those working at Weber County Animal Services have a healthy environment to work in and to prevent the spread of illness.

#### 2. Rationale

Animal Services Staff members are granted sick leave as a benefit. Sick leave needs to be used properly and within the guidelines of this policy to help prevent the spread of illness and to maintain a healthy work environment.

#### 3. Policy

##### A. Calling in Sick Leave

1. The facility director should be notified prior to 7:15 a.m.
2. Should the facility director or designee not be available, a message should be left on the shelter's answering machine at the main phone (801) 399-8244.

##### B. Certification of Illness

1. Should the director feel that a doctor's note is required; they may require the employee to bring a certificate stating why the employee could not be at work. This is in accordance with the Weber County Merit Manual.

Note: Employees are encouraged to use their sick leave when ill so that their illness is not spread to others.