



# CLEVELAND DIVISION OF POLICE

## GENERAL POLICE ORDER



EFFECTIVE DATE: JANUARY 7, 2026	CHAPTER: 1 - Administrative	PAGE: 1 of 6	NUMBER: 1.05.03
SUBJECT: SICK LEAVE			
CHIEF: <i>Dorothy A. Todd, Chief</i>			

*This General Police Order has been revised in its entirety*

**PURPOSE:** To establish guidelines for Division members on the use of sick time.

**POLICY:** **It is the policy of the Cleveland Division of Police** to grant sick leave in accordance with the existing collective bargaining agreements and establish procedures for returning members back to full duty following the use of sick leave.

**DEFINITIONS:**

**Acceptable Medical Documentation** – a medical provider’s letterhead or prescription paper containing the medical provider’s name and contact information; the date(s) which cover the time the patient was under their medical care and be signed by the medical provider or designee; the patient’s name. If the patient is a family member (i.e., Family Rule), the document must also indicate the member’s name and relation to the patient.

**Immediate Family Member** - the spouse, mother, father, mother-in-law, father-in-law, child, grandparent, grandchild, brother, sister. The definition of “immediate family member” is different for the Family Medical Leave Act (FMLA).

**Sick Leave** - the use of earned sick hours for sickness, injury, medical and health care visits, confinement by reason of a contagious disease, or health care needs of a member’s immediate family.

**PROCEDURES:**

I. Conditions of Sick Leave

A. Proper Notification

1. Members are paid sick leave only if they notify their immediate supervisor before their scheduled starting time on the first day of absence, per the member’s collective bargaining agreement (CBA).
2. Notification shall also be provided for each subsequent day of continued absence.
3. Members who fail to make the proper notification shall be considered absent without leave (AWOL) and shall be subject to corrective action.

B. Documentation

1. The city may require a Form-1 from the member justifying the request for paid sick leave and/or a certificate from a qualified medical practitioner verifying the nature of the claimed illness or injury. An illness or injury extending beyond three (3) tours of duty requires acceptable medical documentation.

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2. The validity of all medical excuses and certificates are subject to review by the city.
3. Falsification of either a written signed statement, request for sick leave, or a qualified medical practitioner's certificate shall result in corrective action, up to and including termination.
4. Failure to provide acceptable medical documentation when required may result in corrective action.
6. Members returning from sick leave of three (3) tours of duty or less, not related to an injury and with acceptable documentation, shall provide it to their supervisor.
7. Supervisors shall, upon receipt of acceptable documentation:
  - a. Update the member's sick time entry in the scheduling software and note when the documentation was received.
    - i. If documentation is provided after a pay has closed, supervisors may email the Medical Unit OIC at [CPDMedicalUnit@clevelandohio.gov](mailto:CPDMedicalUnit@clevelandohio.gov) and request the member's scheduling software entry be updated.
    - ii. These requests can only be made for the previous pay period, unless extenuating circumstances exist.
  - b. Supervisors shall forward the documentation to their respective Commander's office for retention. The Commander's office shall retain the documentation in a digital file. The paper copy may be placed in the member's district personnel file.
8. Members prescribed a narcotic shall contact the Medical Unit OIC at (216) 623-5674 and confer with the Occupational Health and Safety Unit (OHSU), Medical Director prior to working.

C. Prohibitions

1. Members on sick leave are prohibited from engaging in strenuous or physical activity and engaging in any secondary employment.
2. Members on hazardous duty injury (HDI) sick leave are prohibited from engaging in any secondary employment.
3. Members shall not return to work following an on-duty or off-duty injury until they have been medically cleared by the OHSU, Medical Director.
4. A member on sick leave who has received a court subpoena shall notify the prosecutor's office if they are unable to attend due to their illness or injury; no overtime may be accrued if attending court while on any type of sick leave.

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5. Sick leave with pay shall not be granted for any sickness resulting from moral turpitude, intoxication or use of narcotics; however, sick leave will be granted for treatment or rehabilitation as approved by the Medical Unit OIC on the same basis as any other illness.

## II. Reporting off on Sick Leave

### A. Reporting off on sick leave for an entire tour of duty:

1. The member shall notify a supervisor they are reporting off sick, the type of sick leave, and the expected length of absence. Members shall notify their supervisor as established by the members' respective collective bargaining agreement (CBA) (e.g., one hour prior to the start of their tour).
2. Members shall notify their supervisor daily if their expected length of absence changes (e.g., additional days out sick).
3. The supervisor shall place the member on sick leave via the Division's scheduling software.
4. Supervisors shall select the appropriate sick type (i.e., Sick, Family Rule, Dr. Appointment, Duty Related Injury, Off-Duty Injury, FMLA, Non-FMLA).
  - a. If the member is on any step of sick abuse, the supervisor shall notate on the member's next scheduled tour of duty "Acceptable Documentation Required before Return".
  - b. If the member has not returned, supervisors shall continue to notate in the scheduling software until the member returns with acceptable documentation.
5. Members reporting off on intermittent FMLA shall also report the hours taken to the FMLA third party administrator within forty-eight (48) hours of occurrence, see General Police Order 1.05.02 Family Medical Leave Act.
6. Members who are not eligible for FMLA and are absent for four (4) or more consecutive days may apply for one of the following: Non-FMLA Medical Leave of Absence (Refer to GPO 1.05.02 FMLA), Hazardous Duty Injury Reoccurrence or Hazardous Duty Injury Extension as applicable.
  - a. To apply, the member shall complete a Leave of Absence entry in the Division's tracking software, attach all required paperwork, and forward it directly to the manager of the OSHU.
  - b. Members who are physically unable to return to their district/unit to complete the entry shall email the Officer-in-Charge of the Medical Unit requesting the entry be completed on their behalf and include all required paperwork.

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B. Sick Leave While on Duty

1. Members shall notify a supervisor.
2. The supervisor shall place the member on sick leave via the Division's scheduling software for the appropriate number of hours.
3. If the member is unable to report for duty on the next scheduled workday, the member shall notify their supervisor.

III. Return to Duty from Sick Leave

A. Members who meet the following conditions do not need to take any further action when returning to work after sick leave:

1. They are returning from three (3) or fewer days of sick leave.
2. The sick leave was not related to an injury.
3. They are not on sick leave abuse status.
4. They have used 40 hours or less of sick leave in the quarter (48 hours or less for members assigned to patrol).

B. Members who are on sick abuse and returning from an absence shall provide acceptable documentation verifying the nature of the claimed illness to their supervisor.

1. Supervisors shall ensure that acceptable documentation has been provided by any member on sick abuse before returning to duty.
2. The scheduling software shall be updated and the acceptable documentation shall be forwarded (refer to I. B. 7.).
3. If the member fails to provide acceptable documentation, they shall be subject to corrective action.
  - a. The supervisor shall initiate a District/Bureau Investigation (DBI) in the Division's tracking software.

C. Members who are on sick leave due to an injury or a non-work-related illness for four (4) or more tours of duty **may**:

1. Apply for FMLA, if eligible, see GPO 1.05.02 Family Medical Leave Act.
2. If not eligible for FMLA, apply for a Non-FMLA Medical Leave of Absence.

D. Members who are on sick leave due to an injury or a non-work-related illness for four (4) or more tours of duty **shall**:

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1. Ensure your doctor completes the Medical Appraisal of Workability Report (Non-Work-Related Illness/Injury)/MAWR form utilizing the “Functional Job Duties and Responsibilities of a Patrol Officer” packet prior to your return. The forms are located on the Division’s [SharePoint](#) website.
2. Submit the completed Medical Appraisal of Workability Report/MAWR form via email to [CPDMedicalunit@clevelandohio.gov](mailto:CPDMedicalunit@clevelandohio.gov) and wait for a call from the OHSU Medical Director.
  - a. Members must submit the form by 1100 hours on the day before their next scheduled tour of duty.
  - b. Forms received after 1100 hours may delay the member’s return to duty and cause further usage of sick time.
  - c. Failure to complete the Medical Appraisal of Workability Report (Non-Work-Related Illness/Injury) form may delay the member’s return.
3. Members shall promptly respond to any correspondence from the OHSU Medical Director or CDP Medical Unit as instructed.
4. After consulting with the OHSU Medical Director, the CDP Medical Unit will notify the member's commander via email of the member's medical disposition.

**E. Members off on FMLA or Non-FMLA Medical Leave of Absence shall be returned to duty in the same manner and under the same guidelines as stated above.**

IV. Non-sworn members return procedures:

- A. Non-sworn members of the Communications Control Section shall follow the guidelines set by the Bureau of Communications and Control policies.
- B. Non-Sworn members who belong to a collective bargaining unit shall adhere to the directives in their collective bargaining agreement.
- C. Non-sworn members who do not belong to a collective bargaining unit shall adhere to the City of Cleveland Human Resources Policies and Procedures.
- D. Non-sworn members **shall not** report to the CDP Medical Unit.

V. Extended Illness

- A. Members who have exceeded 60 calendar days on sick leave shall be detailed to the Medical Unit on extended illness status.
- B. Members on extended illness status shall surrender their Division-issued firearm.

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1. The Medical Unit OIC shall convey the firearm to the Firearms Training Unit for storage, unless the member has already done so and provides appropriate verification.
2. Members are exempt if they purchased their firearm and shall submit a copy of the purchase Form-1 to the Medical Unit OIC.
3. The member is prohibited from state requalification.

VI. Confidentiality

- A. All medical information, diagnoses, and documentation shall be maintained confidentially in accordance with HIPAA, ADA and City policy.
- B. Access shall be limited to authorized personnel.

**THIS ORDER SUPERSEDES ANY PREVIOUSLY ISSUED DIRECTIVE OR POLICY FOR THIS SUBJECT AND WILL REMAIN EFFECTIVE UNTIL RESCINDED OR SUPERSEDED.**

DAT/arg/snf/kas/aml/kh  
Policy Unit  
Medical Unit  
Occupational Health and Safety Unit  
Revised 01/07/25; Replaced 03/14/2013