DEPARTMENT OF CORRECTIONS

Policy:	**103.280**
Title:	**Sick Leave Management**
Effective Date:	**1/1/24**

PURPOSE: To provide supervisors and managers with guidelines for management of sick leave use by employees, and to ensure compliance with state laws, the Department of Corrections (DOC) has adopted the State of Minnesota, Minnesota Management and Budget (MMB), HR/LR Policy #1337 Sick Leave as currently in effect.

APPLICABILITY: All employees

DEFINITIONS:
None

PROCEDURES:

A. See Minnesota Management and Budget, HR/LR Policy #1337 Sick Leave.

B. DOC employees must also use the "DOC Daily Call in Notification" and the "DOC Sick Leave Management Processes" documents available on the DOC human resources iShare site (links below).

INTERNAL CONTROLS:

A. As applicable, supervisors use a sick leave tracking system that is available for review by the employee and supervisor/manager.

B. Documentation of supervisory conferences are retained in the supervisory file according to applicable retention schedules.

C. Documentation of a requirement to provide doctor's slips for future sick absences is retained by HR the employee's medical file.

D. Training is retained in the agency-approved electronic training management system.

REFERENCES: Minn. Stat 241.01, 43A.1815,
29 USC § 2601 - Federal Family Medical Leave Act (FMLA)
MMB HR/LR Policy #1337, "Sick Leave"
Collective Bargaining Agreements
Policy 104.450, "Payroll, Leave and Overtime Requests"
Policy 103.219, "Employee Misconduct Investigation and Discipline"
Policy 103.035, "Tardiness and Failure to Report for Work"
Policy 103.270, "Family and Medical Leave Act"
Policy 103.240, "Return to Work Process"

REPLACES: Policy 103.280, "Sick Leave Management," 10/2/18.
All facility policies, memos, or other communications whether verbal, written, or transmitted by electronic means regarding this topic.

ATTACHMENTS: DOC Daily Call in Notification (on HR iShare site)
DOC Sick Leave Management Processes (on HR iShare site)

APPROVED BY:
Deputy Commissioner, Chief of Staff
Deputy Commissioner, Client Services and Supports
Deputy Assistant Commissioner, Teaching and Learning
Assistant Commissioner, Agency Services and Supports
Assistant Commissioner, Facilities
Assistant Commissioner, Facilities
Assistant Commissioner, Community Services and Reentry
Assistant Commissioner, Health, Recovery, and Programming