

Buffalo & Erie County Public Library
PERSONNEL POLICIES AND PROCEDURES MANUAL

SUBJECT: Medical/Dental Appointments

CHAPTER: V

SECTION: 7

EFFECTIVE DATE: 1/81

REVISION DATE: 5/90, 7/06, Modified for the B&ECPL effective 1/1/15

I. STATEMENT OF POLICY

The Buffalo & Erie County Public Library will grant an employee sick leave with pay to keep a medical or dental appointment. An employee who has no accumulated sick credits may be granted time off for such appointment/visit but must charge the time to other accrued time allowances, if available, or have such time docked from his/her salary or wages.

II. GUIDELINES

A. Sick Leave Credits

Sick Leave credits may be charged in units of one (1) hour for the employee's own personal medical/dental visits or to accompany a family member to a medical/dental appointment. Time off for family medical/dental appointments may be charged in one (1) hour units only if the employee's required presence during the diagnosis and/or treatment is properly

substantiated by a slip signed by the doctor/dentist and additional explanation by the employee if deemed necessary by the department.

B. Proof of Appointment

1. In case of a medical/dental appointment, the employee must request an appointment card or other documentation that he/she has actually kept the appointment with the physician/dentist.
2. If the medical/dental visit has been necessary to accompany a family member, the documentation must include or be accompanied by the physician's/dentist's statement that the employee's presence was required and that the employee actually accompanied the family member.
3. The statement must be signed by the medical professional who provided diagnosis and/or treatment or by someone authorized to sign for him/her, such as an office nurse.

C. Submission for Approval

1. Upon return to work, the employee must complete a Request for Leave form (PO-19), attach the medical documentation to it, and forward both to the department head or designee. The department head or designee then indicates approval or disapproval.
2. If the request is not approved the employee should be so notified.