


VALLEJO FIRE DEPARTMENT MANUAL OF OPERATIONS

	Subject:		S.O.G. # 2.1.7	
	Doctor's Certificates of examination		Page 1 of 1	
	Volume:	Chapter:	Section:	
	2	1	7	
	Approved By:		Date Issued:	Revision Date:
Fire Chief Robertson		12/1/10	2/28/11	
Attachments:	Resources/Cross Reference:			
<p>Purpose:</p> <p style="text-align: center;">Define the procedure for providing a Doctor's certificates of examination.</p>				

Procedure:

- A. It shall be the responsibility of every employee to report for duty at their assigned station at their assigned time. Employees who are sick shall abide by the procedures outlined in the MOU.

- B. Additionally, the Fire Chief and/or designee may require written verification of a doctor's visit under the following conditions:
 - 1. Employee is sick the day before or on holiday;
 - 2. Employee is sick when transferred to another station;
 - 3. Employee is sick the day before or after any personal leave;
 - 4. Employee is sick while working on a trade;
 - 5. Employee has missed more than two consecutive shifts;
 - 6. Employee has missed more than five shifts in a fiscal year (sickness in family shall be excluded from the five shift total).

- C. If written verification of a doctor's visit is required the employee shall be reimbursed any medical co-payments personally incurred.