



Lunenburg Police Department Rules & Regulations

Policy Number: 15.00	Subject: Revisions
Issue Date: 12/20/2013 Revision Date: 02/05/2018 10/30/2021 Effective Date: 12/20/2013	Massachusetts Police Accreditation Standards Referenced: N/A
Issuing Authority: <i>Chief Thomas L. Gammel</i>	

15.00 - REVISIONS

- ¹Prior Language under section 14.2, "Sick Time" revised on **February 5, 2018**— "Officers shall utilize sick leave for personal illness or physical incapacity only when thereby rendered unable to perform the duties of an officer's present position. Compensation for sick leave shall be subject to review by the Chief of Police who may disallow such leave for improper or unauthorized use", replaced by:

Officers shall utilize sick leave for:

1. Care for the employee's child, spouse, parent, or parent of a spouse, who is suffering from a physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or
2. Care for the employee's own physical or mental illness, injury, or medical condition that requires home care, professional medical diagnosis or care, or preventative medical care; or

3. Attend the employee's routine medical appointment or a routine medical appointment for the employee's child, spouse, parent, or parent of spouse; or
4. Address the psychological, physical or legal effects of domestic violence as defined in subsection (g1/2) of section 1 of chapter 151A, except that the definition of employee in subsection (a) will govern for purposes of this section.

The following words, unless the context clearly requires otherwise, shall have the following meanings:

'Child', a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person who has assumed the responsibilities of parenthood.

"Earned paid sick time", the time off from work that is provided by the Collective Bargaining Agreement.

"Parent", a biological, adoptive, foster or step-parent of an employee or of an employee's spouse; or other person who assumed the responsibilities of parenthood when the employee or employee's spouse was a child.

"Spouse", the meaning given this term by the marriage laws of the commonwealth.

When the use of earned sick time is foreseeable, the employee shall make a good faith effort to provide notice of this need to the employer in advance of the use of the earned sick time.

Earned sick time may not be invoked as an excuse to be late for work without an authorized purpose under this section.

Where an employee's use of earned sick time requires the employer to hire a replacement or call in another employee and the employer does so, the employer may require the employee to use an equal number of hours as the replacement or call-in employee works, up to a full shift of earned sick time.

Compensation for sick leave shall be subject to review by the Chief of Police who may disallow such leave for improper or unauthorized use.

If an employee is committing fraud or abuse by engaging in an activity that is not consistent with allowable purposes for earned sick time under this section, or is untruthful regarding the purposes for earned sick time under this section, then an employee may be disciplined, up to and including termination of employment for misuse of sick leave, and or untruthfulness.

If an employee is exhibiting a clear pattern of taking leave on days just before or after a weekend, vacation, or holiday, then an employee may be disciplined consistent with this section, for misuse of earned sick time, unless the employee provides verification of authorized use under this section. Verification under this section shall come in the form of a To-From note.

- Rules & Regulations format change on **October 30, 2021**.

Number 1.00 – Authority: signature “James P. Marino Chief of Police”, replaced by: Thomas L. Gammel Chief of Police

Number 2.00 – RECEIPT:

“Officers shall subscribe their names to the following agreement:

I hereby acknowledge receipt of a copy of the Manual of Rules and Regulations for the government of the Lunenburg Police Department.

Date: _____

Signature
of Officer

Printed name

Issued By:

Signature of Issuing Officer or Witness

(Two copies - one to remain in Manual and the other to be filed in the appropriate department file such as the officer’s personnel folder.)”

Replaced by: Electronic Receipt recorded and maintained through PM AM HCM.

- **October 30, 2021**, 3.01 Code of Ethics, updated to reflect the same Code of Ethics as in Policy & Procedure.