



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE
FORT GEORGE G. MEADE, MARYLAND 20755-5000

INME-MEA-CPAC

21 AUG 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum # 14 , Sick Leave Certification/Documentation Requirements for Non-bargaining Unit Employees

1. This memorandum establishes policy for granting sick leave to non-bargaining unit employees.

a. An employee absent because of illness or emergency examination will request leave from their supervisor as early as possible on the first day of the absence, but no later than two hours after the start of the workday.

b. Absences resulting in a charge of sick leave in excess of three workdays will be supported by medical documentation. Employee certification will be honored for three days or less, unless there is a pattern of abuse or there is evidence of an employee job action such as a "sick-out," the supervisor will require the employee to provide medical documentation in advance or after the fact. This requirement is to protect an employee on bona fide sick leave from possible disciplinary action.

2. This policy is not discretionary and will be applied consistently throughout this garrison.

A handwritten signature in black ink, appearing to read "Daniel L. Thomas".

DANIEL L. THOMAS
Colonel, Military Intelligence
Commanding

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