



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



251.06 INJURY ON-DUTY STATUS 02-27-2025

PURPOSE

The purpose of this order is to establish procedures for scheduling and reporting Injury-On-Duty (IOD) time.

POLICY

It shall be the policy of the Sacramento Police Department to provide procedures for the scheduling of employees on IOD status and use of accrued leave balances upon exhaustion of IOD time, in accordance with the City Charter, Civil Service Rules, and City Personnel Policy Instructions: Sick Leave Use Upon Exhaustion of IOD Time.

PROCEDURE

A. WORK SCHEDULE WHILE ON IOD STATUS

1. When employees are placed on IOD status, they shall remain on their assigned schedule.
2. While the employee is off work, the Personnel Services Division (PSD) shall ensure that the minimum number of regular hours are reported on behalf of the employee.

B. EXHAUSTION OF IOD TIME

1. In accordance with City policy and the Civil Service Board Rules, career employees exhausting their IOD time may request to use any available accrued leave time. This includes up to one-third of accrued sick leave pursuant to Civil Service Board Rule 16.6(f).
2. The employee shall complete and submit the Leave of Absence Election Form supplied by the city's Workers' Compensation Division indicating if they elect to use available accrued leave or if they choose to remain on leave without pay.
3. On the date that all IOD time is exhausted and after all available accrued leave time has been exhausted, the employee shall remain on leave without pay.