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DEDICATED TO PUBLIC SAFETY

RICHARD W. STANEK
HENNEPIN COUNTY SHERIFF

ADULT DETENTION DIVISION

February 27, 2018

Detention Deputy Xzavior Johnson
Adult Detention Division
401 South 4th Ave, Suite 100
Minneapolis, MN 55415

LETTER OF ORAL REPRIMAND

Dear Detention Deputy Johnson,

On 021718, you called Command at 0533 hours calling in sick for your shift that begins at 0630. I spoke with you on a previous occasion about the 2 hour rule when calling in sick.

On 021818, you called in sick, showing a pattern of sick time use connected to OFF or Vacation days. Detention Deputy Johnson, you are a probationary employee, and these are your patterned sick days used.

12/15- HOL, 12/16- HOL, 12/17- Sick
12/28- Off, 12/29- Off, 12/30- Sick
2/15- Off, 2/16- Off, 2/17- Sick, 2/18- Sick, 2/19- HOL

Hennepin County Sheriff's Office Policy Manual
Sick Leave and Attendance

1014.2 EMPLOYEE RESPONSIBILITIES

Sick leave may be used for absences caused by illness, injury, temporary disability, including pregnancy and maternity, or for medical, dental or vision exams or medical treatment of the employee or the employee's immediate family when it is not reasonably possible to schedule such appointments during non-working hours.

Sick leave is not considered vacation and abuse of sick leave may result in discipline and/or denial of sick leave benefits. Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational or other activity that may impede recovery from the injury or illness.

1014.2.1 NOTIFICATION

Employees shall notify an immediate supervisor or other appropriate supervisor as soon as they are aware that they will not be able to report to work. At a minimum, employees shall make such notification no less than two hours before the start of their

scheduled shift. If an employee is unable to contact the supervisor in the case of an emergency, every reasonable effort should be made to have a representative contact the supervisor.

1014.4 PATTERNED ABSENTEEISM

If an employee uses more than 96 hours in a rolling 12 month period is absent from work while maintaining insufficient sick leave balances to cover their absence, and/or exhibits a patterned abuse of using unscheduled sick leave, the employee may be subjected to progressive discipline.

Sincerely,

Brendan Coughlin,
Sergeant



cc: Personnel File
Divisional File