



# DEPARTMENT NOTICE

21-078  
05/14/21

## Wellness Program Fiscal Year 2020-2021

The Wellness Program for sworn members covered under the POA MOU will resume for fiscal year (FY) 2020-2021 (July 1, 2020 to June 30, 2021). The program allows qualifying sworn members of the Police Department to convert up to fifty (50) hours of accrued sick leave into a cash payment if desired.

Eligibility requires employee to have established and maintained a core bank of three hundred (300) sick leave hours and have not used more than thirty (30) hours of sick leave within the fiscal year.


Sick leave hours donated to catastrophic sick leave bank(s) or used for authorized bereavement leave according to the Civil Service Rules shall not be considered sick leave utilization for purposes of this cash out.

The election forms will be issued via email on May 28, 2021 to qualifying members. The form must be completed and returned to the Payroll Unit, Police Headquarters, 1245 3<sup>rd</sup> Street 5<sup>th</sup> Floor, San Francisco, CA 94158, no later than Friday, June 04, 2021.

Members who qualify for the Wellness Program who elect to avail themselves of the benefit will be paid prior to June 30, 2021.

**Members who do not receive an option form,** but believe they qualify under the provisions of the Wellness Program should speak with the payroll staff member in charge of their assigned station/unit or call the Payroll Unit at (415) 837-7340, M-F from 0800 -1700 hours.

**Note: Members who are on FMLA during FY 2020-2021, shall refer to [DN 20-014 Wellness Program Arbitration Award](#).**

  
WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn and non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information.*