



# DEPARTMENT NOTICE

23-088

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## Wellness Program Fiscal Year 2022-2023

The Wellness Program for sworn members covered under the POA MOU will resume for the FY 2022-2023 (July 1, 2022, to June 30, 2023). 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 an 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 e-mail on May 26, 2023 to those 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 2, 2023.

Members who qualify for the Wellness Program who elect to avail themselves of the benefit will be paid prior to June 30, 2023.

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

**Note: Members on FMLA during FY 2022-2023 shall refer to DN 23-087 Wellness Program Arbitration Award.**

  
WILLIAM SCOTT  
Chief of Police

*Per DN 20-150, all sworn & 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 sent to [sfpd.writtendirectives@sfgov.org](mailto:sfpd.writtendirectives@sfgov.org) who will provide additional information about the directive.*