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MSTSPAC INSTRUCTION 12630.1A

DEPARTMENT OF THE NAVY
MILITARY SEA TRANSPORTATION SERVICE, PACIFIC AREA
FORT MASON
SAN FRANCISCO, CALIFORNIA

MSTSPAC 12630.1A
P-22
15 March 1963

From: Commander Military Sea Transportation Service, Pacific Area
To: Distribution List

Subj: Fitness for duty and sick leave for civilian marine personnel;
certification of

Ref: (a) CMPI 630.3-3, Subj: Granting Sick Leave
(b) MSTSPACINST 6010.5G, Subj: Treatment of civilian marine
employees at the U. S. Public Health Service Hospital;
procedures for, paragraphs 6.c and d.

1. Purpose. To establish home port procedures governing civilian marine
employee certification of fitness for duty and the granting of sick leave
after a period of illness or injury.

2. Cancellation. MSTSPAC Instruction 12630.1 is cancelled. *

3. Background. Sick leave is a privilege granted each employee as a
safeguard against loss of income during absences resulting from illness
or injury. Regulations do not establish any limitation on the number of
sick leave hours which an employee can accumulate. A substantial sick
leave balance means continued income to an employee and his family in
case of serious or prolonged illness or injury.

4. Policy.

a. Reference (a), paragraph b. requires that requests for sick leave
in the home port be supported by medical certificates when the sick leave
period exceeds three days.

b. Crew members in ships requesting sick leave for any period which
will require a crew replacement while in home port will be referred to
COMSTSPACAREA Medical Office for medical evaluation prior to approval. *

5. Procedures.

a. Medical evaluations for employees requesting sick leave in ports
other than the home port shall be referred to the nearest medical facility
for evaluation prior to approval.

b. If illness is cited as the cause of missing ship or is alleged
in connection with unauthorized absence, under the provisions of reference
(a), paragraph c. sick leave may be denied unless medical evidence is
produced to verify the claimed illness. Furthermore, in authorized
absence cases, a medical certificate may be required even though the
absence is less than three days.

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c. Reference (a), paragraph c. sets forth provisions for written warnings to civilian marine employees suspected of abuse of sick leave privileges. Reference (a), paragraph c. further provides that medical certification may be required for each request for sick leave regardless of the length of time involved after the warning letter has been issued.

* d. An employee assigned in a ship who requests sick leave in excess of three days when no replacement is required or who requests sick leave requiring a crew replacement shall be referred to the Staff Medical Officer to determine his fitness for duty.

* (1) In Ships with Medical Officer

(a) Shipboard supervisors shall refer a crew member requesting sick leave which will require a crew replacement or returning from sick leave in excess of three days to ship's medical officer with Dispensary Permit (NAVEXOS 107, prepared in duplicate). Statements from private physicians or the U. S. Public Health Service Hospital, submitted by the crew member to substantiate the request, shall be attached if available.

(b) The ship's medical officer shall annotate the Dispensary Permit "Refer to COMSTSPACAREA Medical Office" and prepare and sign a Consultation Sheet. The crew member shall be instructed to report to the purser, after securing approval from his shipboard supervisor, with Dispensary Permit and signed Consultation Sheet (Standard Form 513).

(c) The purser shall complete the Dispensary Permit form. The crew member shall be provided with either his Continuous Sea Service record or completed Master's Certificate (PHS 125) as well as the Dispensary Permit and Consultation Sheet with instructions to report to the Staff Medical Officer.

(2) In Ships without Medical Officer

(a) Shipboard supervisors shall refer a crew member requesting sick leave requiring a crew replacement or returning from sick leave in excess of three days, to the purser for preparation of Dispensary Permits (in duplicate). If available, statements from the U. S. Public Health Service Hospital or private physicians, will be attached.

(b) The purser shall provide the crew member with Dispensary Permit and Continuous Sea Service record or completed Master's Certificate with instructions to report to the Staff Medical Officer.

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6. Fitness for Duty. The Staff Medical Officer will annotate Dispensary Permit to show if the crew member is fit for duty. If a further evaluation by the U. S. Public Health Service Hospital is required to determine fitness for duty, procedures outlined in reference (b) shall be followed.

G.B.M. Murphy

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