



DEPARTMENT OF THE NAVY

NAVY MEDICINE EAST
620 JOHN PAUL JONES CIRCLE
PORTSMOUTH, VIRGINIA 23708-2106

NAVMEDEASTINST 6300.1A

MIA

22 Jan 08

NAVMEDEAST INSTRUCTION 6300.1A

Subj: POLICIES SURROUNDING PLACEMENT ON SICK IN QUARTERS
CALLING IN SICK AND CONVALESCENT LEAVE FOR ACTIVE
DUTY STAFF MEMBERS ASSIGNED TO NAVY MEDICINE EAST

Ref: (a) NAVMEDCOMINST 6320.3B
(b) MILPERSMAN 1050-180

Encl: (1) Sick in Quarters (SIQ)/Calling in Sick Procedures
Flow Chart
(2) Convalescent Leave Request Procedures Flowchart

1. Purpose. To publish Navy Medicine East policy and notification requirements for all staff members when seeking approval for calling in sick, being placed on Sick-In-Quarters (SIQ), or being placed on Convalescent Leave within the guidelines of references (a) and (b).

2. Cancellation. HLTHCARESUPPONORINST 6300.1

3. Scope. This instruction applies to all active duty personnel assigned to Navy Medicine East Headquarters.

4. Definitions/Responsibilities.

a. Sick in Quarters (SIQ). Any active duty member receiving medical or dental care for an illness or injury of such nature that, on the basis of sound professional judgment, hospitalization is not required but the member is not fit for return to full duty. The SIQ member is excused from duty for a period not to exceed fourteen days. Members receiving care at the Naval Medical Center, Portsmouth (or one of its branch medical clinics) will be issued an Individual Sick Slip (DD Form 689) that denotes the length of SIQ and required medical/dental follow-up date. This document will be shown to the member's director at the earliest time. Members are responsible for getting the DD689 incorporated into their medical record, and keeping their supervisors apprised of changes in their SIQ status.

22 Jan 08

b. Calling in Sick. Active Duty staff members may also "call in sick" every 24 hours (for a maximum of 48 hours) for acute illnesses of a minor nature (e.g., flu, diarrhea, etc.).

c. Convalescent Leave. An authorized leave status, not chargeable to the individual, which is part of the care and treatment prescribed for a member's recuperation or convalescence.

(1) It is granted to members in a medical treatment regimen and normally does not extend for more than 30 days. References (a) and (b) outline policy and circumstances under which convalescent leave for less than 30 days can be granted.

(2) Per reference (b), convalescent leave will not be offered to active duty members that are awaiting disciplinary action or separation from the service for medical or administrative reasons.

(3) In addition, members that received care at a non-federal medical treatment facility may be required to be examined by a military medical treatment facility prior to authorizing. Members being recommended for convalescent leave will follow the procedures outlined in enclosure (2) to seek approval of a convalescent leave request.

(4) Immediate supervisors will contact local military medical treatment facility providers to confirm recommendations of a non-federal medical provider, when appropriate. Once approved by the respective deputy, the Leave Request form will be hand-carried to the Administration Support Directorate for proper processing (or the DCOS may obtain a leave control number from the Administrative Support Department when the member is requesting convalescent leave via phone).

(5) Convalescing members are responsible for keeping scheduled medical appointments, and for keeping their supervisors apprised of any changes in their convalescent status. Related leave documents will be completed and turned in to the Administration Support Department on the first normal duty day following the conclusion of the convalescent leave period.

22 Jan 08

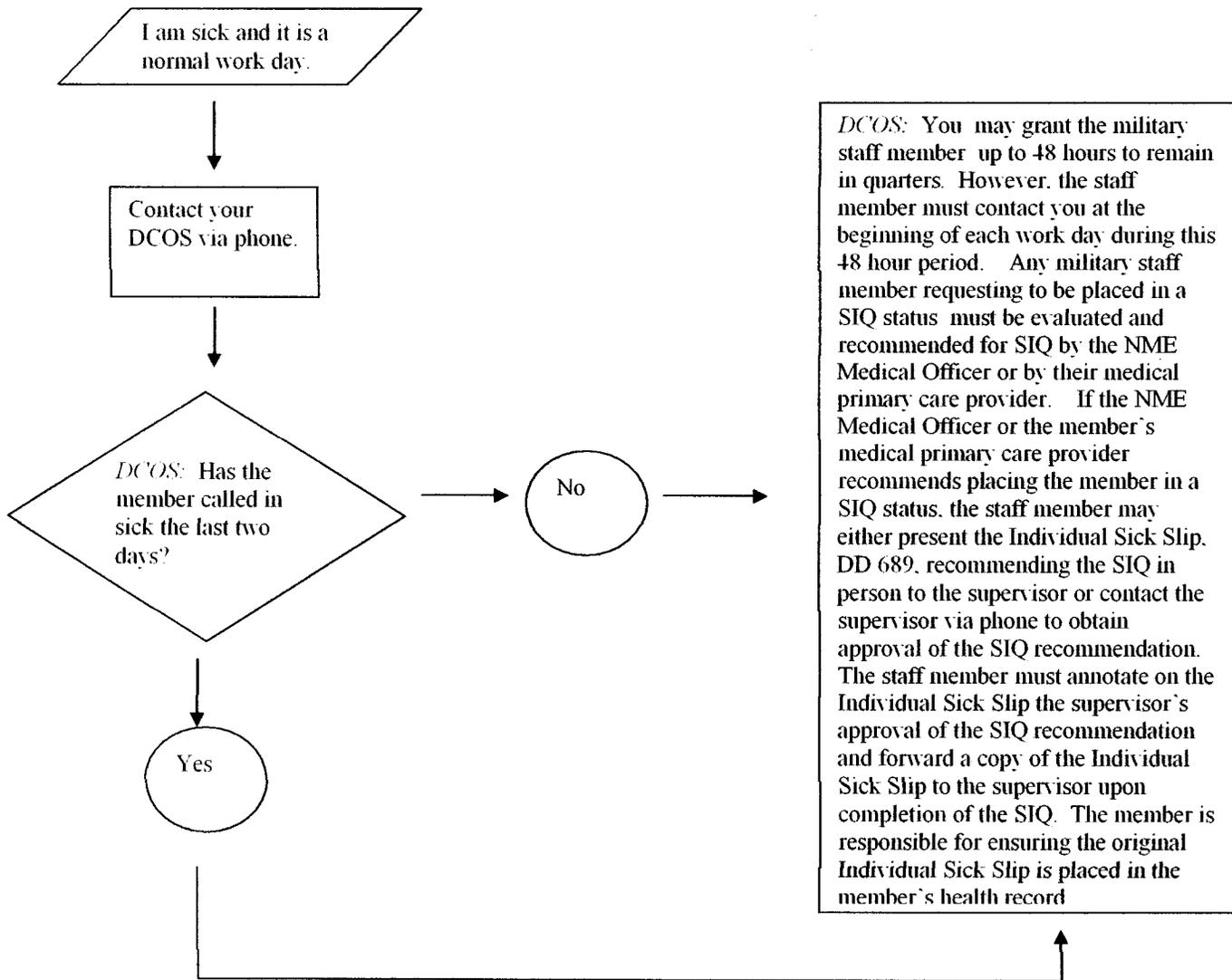
4. Action. All Navy Medicine East military staff personnel are bound by these policies and procedures concerning calling in sick, sick in quarters and convalescent leave per enclosures (1) and (2).

A handwritten signature in black ink, reading "Peter F. O'Connor". The signature is written in a cursive style with a long, sweeping underline.

PETER F. O'CONNOR

Distribution: (NAVMEDEASTINST 5215.1)

SICK IN QUARTERS (SIQ)/CALLING IN SICK PROCEDURES



If there is any question whether or not the member's symptoms require immediate medical evaluation, contact the Navy Medicine East Medical Officer. In the absence of the Medical Officer, the military staff member should be referred to his/her medical primary care provider for evaluation.

CONVALESCENT LEAVE REQUEST PROCEDURES

