

Bargaining Unit employees should review their appropriate Collective Bargaining Agreement (CBA) to determine if this policy applies to them. In case of a conflict between the applicable CBA and these policies, the provision in the CBA controls.

Policy No.: 7-3
Revision No.: 4

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Sick Leave

OVERVIEW: This policy describes the accrual and usage of and compensation for paid sick leave.

SCOPE: This policy applies to all classified and executive service employees of the Board of County Commissioners.

PROVISIONS:

1. Granting of Sick Leave

- a. Classified and Executive Service. Employees in the Classified and Executive Service assigned to a 40 hour work week shall earn four hours of paid sick leave per pay period.
 - i. Employees assigned to a 56-hour workweek shall accrue sick leave at the rate of 5.6 hours per pay period.
- b. Limited Term Appointment Employees. Employees hired as Limited Term Appointment employees assigned a 40 hour work week shall earn four hours of paid sick leave per pay period.
- c. Part-time Employees. Part-time employees who work at least 20 hours per week shall earn sick leave in a pro-rated amount computed on a base rate of four hours per pay period.
- d. Unclassified, Temporary, Intern or On-Call Employees. Sick leave shall not be credited or granted to unclassified, temporary, intern or on-call employees.

2. Accrual of Sick Leave. Sick leave shall be earned as of the last day in the pay period and shall accrue provided the employee is in active pay status for at least 75% of the pay period.

- a. Employees hired on or after April 1, 2011 will be permitted to accrue sick leave beyond the sick leave accrual payout cap identified in section 3. below, but will be limited to the cap for payout purposes.

3. Payout of Accrued Sick Leave

- a. Upon separation and with 10 years of continuous service, an employee hired prior to April 1, 2011 is entitled to payment at the employee's current pay rate for 50% of all unused, accrued sick leave.
 - i. No other payment in lieu of sick leave is authorized.
- b. Employees hired on or after April 1, 2011, upon separation and with ten (10) years of continuous service, will be entitled to payment at the employee's current

pay rate for 50% of all unused, accrued sick leave up to a maximum payout of 500 hours (1,000 hour accrual) for employees regularly scheduled to work a forty (40) hour work week, and a maximum payout of 700 hours (1,400 hour accrual) for employees regularly scheduled to work a fifty-six (56) hour work week.

- i. Current rate of pay does not include any temporary pay adjustments, i.e. out of class, acting, leadworker, etc. These temporary pay adjustments will be removed prior to calculating the payment for unused sick leave.
- ii. No other payment in lieu of sick leave is authorized.

4. **Use of Sick Leave.** All requests for sick leave shall be in writing and approved by the appropriate supervisor or designee prior to use; however, in the event prior notification is not possible, an employee must immediately contact the employee's supervisor regarding the intended absence.
 - a. An employee shall be granted sick leave only for those hours accrued prior to or during the pay period.
 - b. Approval of sick leave requests is at the discretion of the supervisor. Any request for which the Family/Medical Leave Act (FMLA) may be applicable must be approved pending certification of the sick leave instance as FMLA. the leave will not be coded as FMLA until the medical certification designating the illness or injury as FMLA is received from the employee's medical provider.
 - c. Sick leave may only be utilized for employee illness, injury, disability, pregnancy, pregnancy related conditions or quarantine by health authorities or a physician. Sick leave may also be used by the employee to care for an immediate family member because of an illness, injury, disability, pregnancy, pregnancy related conditions or quarantine by health authorities or a physician.
 - d. Sick leave may be used for the employee's doctor/ dental appointments or other foreseeable medical appointments/treatment only if prior supervisory approval has been obtained. Sick leave may be used to transport or accompany the employee's immediate family member to doctor/ dental appointments or for other foreseeable medical appointments/treatment only if prior supervisory approval has been obtained.
 - e. An employee may be required to supply proof of sickness, injury or disability. Reasons for requiring proof may include, but are not limited to:
 - i. A pattern of use of sick leave in conjunction with: a holiday, use of annual leave, days off, weekends, work assignment deadlines, etc.
 - ii. If the employee is sent to a physician of the County's choosing for the purpose of providing proof of illness or ability to perform at work, the County will pay the expenses.
 - f. Upon exhaustion of sick leave, an employee may request use of accumulated vacation leave rather than applying for leave without pay.
 - g. At the end of each fiscal year, an employee shall have the option of converting up to 10 days of accrued sick leave to vacation leave on a two for one basis. The employee must retain a minimum of 80 hours of sick leave after the conversion.
 - i. The County does not encourage the conversion of sick leave.

5. **Pregnancy.** The sick leave policy is applicable to pregnancy, childbirth, miscarriage or recovery from any of these conditions.
- a. Should pregnancy, childbirth or miscarriage result in sickness to the mother or child(ren), a father may use sick leave to care for the mother or child(ren).
 - b. The mother or father may, for up to six weeks, use sick leave for the recovery of the mother after birth.
 - c. Medical documentation is required to use sick leave for more than six weeks after birth.

County Manager

County Attorney