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

Procedure No.: EP 7-3
Revision No.: 2

Effective: 09/23/2014
Review Date: 09/23/2015, 02/26/2026, 10/1/2026

Sick Leave

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

SCOPE: This procedure applies to all Classified and Executive Service employees of the Board.

PROVISIONS:

1. **Accrual of Sick Leave**

    a. Classified and Executive Service. Employees in the Classified and Executive Service assigned to a 40-hour workweek shall earn 4 hours of paid sick leave per pay period.

    b. Part-time Employees. Part-time employees who work at least 20 hours per workweek shall earn sick leave in a prorated amount computed on a base rate of 4 hours per pay period.

    c. Limited Term Appointment Employees. Employees hired as Limited Term Appointment employees assigned a 40-hour workweek shall earn 4 hours of paid sick leave per pay period.

    d. Unclassified, Temporary, Intern or On-Call Employees. Sick leave shall not be earned by unclassified, temporary, intern or on-call employees.

2. 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 must be in an active pay status for at least 50% of the pay period for the County portion of the employee benefits to be paid. Employees who do not have more than 50% of active pay status will be responsible for 100% of their insurance premiums.

    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 regular rate of pay for 50% of all unused, accrued sick leave.

    b. Employees hired on or after April 1, 2011, upon separation and with 10 years of continuous service, will be entitled to payment at the employee's current regular rate of pay for 50% of all unused, accrued sick leave up to a maximum payout of:

        i. 500 hours (1,000 hour accrual) for employees regularly scheduled to work a part-time or 40 hour workweek,

    Current rate of pay does not include any temporary pay adjustments, e.g. out of class, acting, special duty, leadworker, etc. These temporary pay adjustments will be removed prior to calculating the payment for unused sick leave.

4. **Use of Sick Leave**. All requests for sick leave shall be documented 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 their supervisor regarding the absence in accordance with departmental procedures.

    a. An employee shall use sick leave only for those hours accrued prior to 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 will be approved pending certification of the sick leave instance as FMLA. The leave will be coded after the medical certification designating the illness or injury as FMLA is received from the employee's medical provider.

    c. An employee may be required to supply proof of sickness, injury or disability. Reasons for requiring proof may include, but is not limited to: a pattern of misuse of sick leave in conjunction with: a holiday, use of other leave, days off, weekends, work assignment deadlines, etc.

    d. Sick leave can be used for:

        i. Employee's illness, injury, disability, pregnancy, pregnancy related conditions, medical and dental appointments, or quarantine by health authorities or a physician.

        ii. Care of an immediate family member (as defined in Definitions of County Policies) because of an illness, injury, disability, pregnancy, pregnancy related conditions, medical and dental appointments, or quarantine by health authorities or a physician.

e. If the County sends an employee to a physician of its choice for the purpose of providing proof of illness or ability to perform at work, the employee will not be required to use sick leave for the appointment time. The County will pay the expenses for the physician's visit.

f. Upon exhaustion of sick leave, an employee may request use of other accrued leave rather than using leave without pay.

h. Employees must use any accrued leave, up to the amount of the normal work schedule each week before requesting approval for leave without pay. Leave without pay shall not be approved for any reason except approved FMLA or medical leave of one pay period or less. Upon written request from the employee, the supervisor in conjunction with the Human Resources Director, or designee, shall approve this leave. (reference Policy EP 7-10)

i. At the end of each fiscal year, an employee shall have the option of converting up to 80 hours of accrued sick leave to annual leave on a two for one basis. The employee must retain a minimum of 80 hours of sick leave after the conversion.