

## **Procedure 504-1 – Sick Leave**

### **Authorized Uses**

Sick leave may be used for the following purposes:

- Employee's illness.
- Employee's non-occupational injury.
- Illness or injury of an immediate family member.
- Medical, dental, and counseling appointments for employee or for an immediate family member where the employee's attendance is necessary.
- Pregnancy, the complications of pregnancy, and recovery.
- Birth of the employee's child, or placement of a child for adoption or foster care with the employee.
- Any other reason that would qualify for leave under the Family and Medical Leave Act (FMLA) that is related to the health of the employee or a covered family member.
- Unpaid military leave.

An "immediate family member" means a parent, child, spouse, sibling, corresponding step, in-law and domestic partner relationships, and members of the employee's household. When the employee stands in place of a parent for a minor child, "child" includes that individual.

### **Accrual**

Sick leave accruals begin the pay period following the date of hire or transfer into a benefits-eligible position. If such pay period is the third pay date in the calendar month, then sick leave begins to accrue on the first day of the next full pay period. Accruals will be credited on the last day of a pay period provided that the employee is paid for all or any portion of said pay period.

### **Requests and Approval**

Employees must request sick leave in accordance with the department/agency/office leave request procedures. Sick leave used to attend appointments must be scheduled in advance when practical. Supervisory approval is required for scheduled sick leave usage.

When sick leave cannot be scheduled in advance, employees should follow the department/agency/office rule for reporting absences or, if there is no rule, the County Attendance Procedures. Unless on an approved, continuous leave of absence, employees must report their absence daily. Employees may be required to provide the Department of Human Resources with medical documentation to support their request for sick leave and/or their fitness to return to work.

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