

## 5.2 SICK LEAVE

Sick leave is a period of absence with pay granted to employees when an employee is absent from work due to illness or injury, or for medical, dental, or optical examination or treatment. Employees may be granted sick leave to attend to members of the immediate family, to wit: spouse, parents, stepparents, parents in law, children, stepchildren, grandchildren, and siblings. Up to 20 hours of sick leave may be used to attend to other family members and is subject to the discretion of the supervisor. Sick leave may be used to attend to dependent or non-driving adult family members (those listed above) but may not be used to accompany nondependent adult family members on routine checkups. Sick leave will not be paid as vacation time (annual leave) and will not be allowed to be used during the last two weeks of employment. Records of accrued and used sick leave will be kept in the Auditor's Office.

**Accrual:** Full-time employees shall accrue sick leave at the rate of one and one quarter (1  $\frac{1}{4}$ ) days per month, or fifteen (15) days per year. Accrued sick leave shall be determined from anniversary date to anniversary date. New employees will begin accruing sick leave at their date of hire but will not be able to use sick leave until after ninety (90) days of continuous employment. Former employees who are rehired by the county will use their new hire date for determining sick leave eligibility. Employees who are transferred from one department to another will retain their original hiring date.

**Accumulation:** Sick leave not used during the leave year in which it accrues shall accumulate and be available for use in succeeding years. The accumulation shall be limited to ninety (90) days, and sick leave will not continue to accumulate after an employee has used or taken 10 consecutive days of sick leave. Employees who have accumulated the maximum sick leave of ninety (90) working days will continue to accumulate sick leave at the rate of one and one-fourth (1 $\frac{1}{4}$ ) days for each month of employment in a segregated account to be used in the following manner:

When an employee has accumulated seven and one-half (7 $\frac{1}{2}$ ) sick leave days in their segregated account, he/she will be entitled to one (1) day of compensatory time off, to be used prior to the employee's next employment anniversary date, or one (1) day of pay at the employee's option.

Part time employees can accumulate up to 2 hours a month with a maximum of 45 days

When employees use sick leave, they must replace their sick leave up to the maximum of ninety (90) days before they can again begin to accumulate sick leave days in their segregated account. Employees will not lose sick leave days in their segregated account due to an interruption caused when an employee replaces sick leave in the primary sick leave account to reach their maximum of ninety (90) days.

**Approval:** When absences due to sickness are necessitated, the employee shall notify the Supervisor prior to the beginning of the workday. Failure to do so without a bona fide reason shall result in the employee being considered absent without leave and subject to disciplinary action. Employees who are absent from their jobs because of personal illness may be required to produce a medical doctor's statement justifying the absence. The supervisor will not exercise the right to require proof of illness in such a manner as to abuse or harass employees.

**Substitution of Sick Leave for Annual Leave:** When sickness occurs during the time an employee is on annual leave, sick leave may be granted to cover the period of illness and the charge against annual leave shall be reduced accordingly. A medical certificate or other acceptable evidence may be required to support application for substitution and is up to the discretion of the supervisor.

**Sick Leave for on-the-Job Injuries or Disabilities:** To the extent that it is available, sick leave may be used for an on-the-job injury or disability. When worker compensation benefits are provided to an employee, the employee shall have the option of either accepting only the worker compensation benefits or of supplementing the work compensation benefits by being paid the difference between the amount of worker compensation and the employee's regular salary. (Regular salary – normal gross income, less

taxes and IPERS for a regular work week.) If an employee chooses to supplement worker compensation benefits, the employee's sick leave credits will be reduced. Only the amount paid as salary shall be deducted from sick leave credits. The amount of the deduction shall be calculated by dividing the amount of the County's salary payment by the employee's hourly rate of pay.

**Temporary Disabilities:** Employees with medically certified temporary disabilities shall be entitled to a leave of absence according to rules governing leave.

Employees will be granted a maximum of six (6) weeks leave unless written approval is granted from the supervisor for an additional two (2) weeks. When said employees give notification to the supervisor of desire to return to work, along with a medical release to work, the County shall reinstate said employee within two weeks from receipt of notification. Employees on paid leave will accrue seniority and benefits according to the benefit provision of the County for its employees.

Any employee who does not report back to work by the expiration date as set forth in their leave of absence notice, or does not receive an approved extension, or who accepts other employment while on leave for the County, will be considered to have terminated employment with the County.

**Disposition Upon Separation:** There is no compensation made for accrued sick leave at the time of separation.

**Disposition Upon Change in Employment Category:** From time to time an employee may move from employment that is eligible for sick leave (e.g., full-time) to one that is not (e.g., part-time). There is no compensation for accrued sick leave at the time when an employee changes employment categories in this manner. Sick leave is not available to be held on account; what balance exists, if any, will be deleted.

**Donations of Sick or Annual Leave:** County employees who have earned sick leave or vacation leave can donate up to 20 hours of unused time per year to a fellow employee. Donated time can only be given to an employee after the employee has exhausted their own earned time such as vacation, sick, personal, and banked comp hours.

Procedure for sick or annual leave donations:

1. Department head can make a request for donations to all other department heads.
2. Employees donating time must complete a donation of sick or vacation leave form that includes number of hours donated, employee that will receive the donated sick or vacation leave, which leave is being donated, signature and date and submit it to the requesting department head.
3. At the end of the pay period, the requesting department head submits to payroll the employee who is donating's name and the number of hours donated to payroll clerk with other department pay period information, such as, time sheets. The department head can repeat this procedure until the benefiting employee returns to work.

The payroll clerk will make all appropriate adjustments to the employee(s) that donated sick and/or vacation time and to the employee who received donated sick and/or vacation time. Only the donated time used will be deducted from the donating employee's sick leave bank or vacation hours.