



2B-4 SICK

The following employee classifications shall be eligible for the sick leave benefit:

- Regular Full-Time
- Modified Full-Time

These following employee classifications shall not be eligible for the sick leave benefit:

- Regular Part-Time
- Temporary Part-Time
- Temporary Full-Time

Eligible employees shall accrue sick leave at a rate of **eight (8) hours per month**. Accrual of sick leave shall start at the time an individual begins work for the County in a position eligible for the sick leave benefit. Sick leave shall not be accrued while an employee is on leave without pay.

The maximum amount of unused sick leave an employee shall be allowed to have at any time is **four hundred and eighty (480) hours**.

Sick leave may be used for the following purposes:

- 1) illness or injury of the employee;
- 2) appointments with physicians, optometrists, dentists, and other qualified medical professionals; or
- 3) to attend to the illness or injury of a member of the employee's immediate family. For purposes of this policy, immediate family shall be defined as spouse, child, parent, foster child or other relative living in the employee's home who is dependent on the employee for care.

Where sick leave is to be used for medical appointments, an employee shall be required to notify their supervisor of the intent to use sick leave **as soon as the employee knows of the appointment**. Where use of sick leave is not known in advance, an employee shall notify their supervisor of the intent to use sick leave **within 15 minutes** of the employee's normal time to begin work, when practicable. Where it is not practicable to notify the supervisor within 15 minutes of the normal starting time, the employee should notify their supervisor **as soon as is reasonably practicable**. If the employee feels that the situation will cause the employee to miss more than one day of work, the employee should notify their supervisor of the anticipated length of absence. The employee will be placed on FMLA, if event and employee is eligible. If an employee uses **three (3) or more consecutive days** of sick leave, the supervisor shall have the right to require a physician's statement or some other acceptable documentation of injury or illness, for either the employee's own illness or the illness of an immediate family member. Employees who have a pattern of abusing sick leave may be required to provide a physician's statement for those absences as required by their supervisor.

Employees shall not be allowed to borrow sick leave against future accruals. Employees shall not be paid for unused sick leave at the termination of employment.



Sick leave may not be used as vacation for any other reason not addressed in this policy.