

## **4.5 Sick Leave**

*Effective Date:* March 6, 1986

*Revision Date:* September 15, 1990

*Revision Date:* March 9, 2004

*Revision Date:* ??, 2016

### **Policy**

Sick leave enables eligible employees to accrue time to be used in the event of illness or injury. Employees may use their accrued sick leave for their own health condition or to care for an immediate family member (as defined under the FMLA policy) who requires the employee's care and attention. Sick leave may also be used for time missed due to medical appointments if the employee receives prior approval from their department, and the appointment is scheduled so that it is not unduly disruptive of the employee's work schedule or the department's operations. Sick leave may not be used as a substitute for vacation and personal time, or for hours that the employee was not scheduled to work.

Employees start to accrue sick leave benefits after one full calendar month of employment with the County.

### **Rates of Accrual:**

Full time regular and part time regular employees accrue sick leave the first two (2) pay periods of the month.

Eligible full-time employees will accrue one (1) sick day for each month worked.

Part-time employees who are scheduled to work 20 hours or more per week will accrue an amount of sick leave per month equal to the number of hours in the employee's standard work week divided by 5. This provision also applies to employees who share a full time position.

Employees will not accrue sick leave while they are on an unpaid leave, including but not limited to: unpaid FMLA leave, extended medical leave, personal leave, or when they are receiving IMRF/SLEP disability payments.

### **Procedure**

- (1) Employees must follow departmental procedures when requesting sick time. If requesting sick time in advance for appointments, departments may deny a request if it interferes with the efficient and effective operation of their department or the County. Failure to comply with the department's policy or procedure may result in the denial of sick leave benefits and/or disciplinary action. Employees who fail to comply with notification requirements may be considered absent without approved leave. Upon request, the employee may be required to submit a physician's statement to verify the appointment. Failure to provide requested documentation may result in disciplinary action.

- (2) If an employee misses more than three (3) consecutive calendar days from work due to an illness or injury that appears to qualify as a serious health condition, the County may place the employee on a designated FMLA leave and require the employee to comply with the requirements of the County's FMLA policy. (See the FMLA policy for further details.)
- (3) If an employee has received work restrictions from a physician, the employee must communicate those restrictions and receive approval from their manager before the employee returns to work.
- (4) A department head or designee may direct an employee who appears ill or injured to leave work in order to protect the health and safety of the employee and others. If the employee does not have benefit time available to cover such an absence, the absence may be unpaid.
- (5) An employee may be disciplined and/or denied the use of sick time if the employee's attendance record reflects an abuse of sick leave. Evidence of such abuse may include, but is not limited to, a pattern of missed Mondays and/or Fridays (i.e. first or last day of the work week) or of attempts to use sick leave the day after and/or the day before a regularly scheduled day off (i.e. a paid holiday, vacation day, compensatory day, personal day after or a combination thereof), or any other pattern of excess use of sick leave.
- (6) Sick hours taken will not be considered hours worked and will be excluded when computing eligibility for overtime for the workweek in which it is taken.
- (7) Unused sick leave will be accumulated in the employee's sick leave bank and the balance may be carried forward for use in subsequent years. There is no restriction on the amount of sick leave that employees may carry in their sick bank.

**Compensation for Unused Sick Leave:****Payout at Termination of Employment**

Employees who leave County employment and have at least thirty (30) unused sick leave days in their sick bank on the last day of their employment may receive payout at 50% value for all unused sick leave accumulated, up to a maximum of sixty (60) days.