



## ~~(1)~~ 4.5 Sick Leave

Effective Date: March 6, 1986

Revision Date: September 15, 1990

Revision Date: March 9, 2004

~~Revision Date: August 15, 2014~~

~~Revision Date: December 12, 2014~~ Revision Date: ??, 2016

### Policy

~~The Sick leave program~~ enables eligible employees to accrue ~~benefit~~ time to be used in the event of illness or serious injury. ~~If an employee has accrued sick leave benefits, he will be paid for approved absences that occur during normally scheduled work hours.~~ 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.~~ ~~(See section on FMLA leave for definition of "immediate family member".)~~ Sick leave may not be used as a substitute for ~~general leave~~ vacation and personal time, or for hours that the employee was not scheduled to work.

~~Sick leave may be used for time missed due to medical appointments if the employee receives prior approval from his Department Head or designee, and the appointment is scheduled so that it is not unduly disruptive of the employee's work schedule or the department's operations.~~

Employees ~~may~~ start to ~~use their~~ accrued sick leave benefits ~~once the employee has worked~~ after one full calendar month of employment with the County.

### Rates of Accrual:

~~Effective July 1, 2004, Full time regular and part time regular employees accrue sick leave benefits will accrue on a bi-weekly basis the first two (2) pay periods of the month.~~

Eligible ~~full-time~~ 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 more than 600 hours per calendar year ~~( )~~ 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)~~ on a pro-rated basis. This provision also applies to employees who share a full time position. per pay period according to the number of hours the employee actually worked is scheduled to work per week, weekly divided by five (5).

EXAMPLE: Employee is scheduled to work 25 hours per week. 25 divided by 5 = 5 hours per day. 5 hours will accrue for each month worked.

Formatted: Not Highlight

Formatted: Strikethrough

Formatted: Strikethrough

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Highlight

Formatted: Strikethrough

Formatted: Font color: Auto

Formatted: Strikethrough



~~The following employees will not accrue sick leave benefits: employees who are scheduled to work less than 600 hours per calendar year; employees who are on an unpaid leave of absence (including but not limited to unpaid FMLA leave, extended medical leave of absence, or personal leave of absence) and employees who are receiving IMRF disability benefits. 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.~~

Formatted: Strikethrough

Formatted: Strikethrough

#### Procedure

~~(1) (4) 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.~~

~~To receive compensation for sick leave, an employee must notify his Department Head or designee of his intended absence prior to the start of each workday that the employee will not be at work. If an employee misses more than one day of work, the employee is still required to call in prior to the start of each workday unless the employee has been placed on an approved FMLA leave or medical leave of absence. If an employee is requesting to use sick leave for a medical appointment, the employee must notify his Department Head or designee as soon as the appointment is scheduled.~~

Formatted: Indent: Left: 0.29", First line: 0"

~~When giving notice of an intended absence, the employee must comply with any policy or order issued by his Department Head or designee regarding the time and manner of notification. Failure to comply with the department's policy or order 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.~~

Formatted: Indent: Left: 0.29"

~~(2) (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.)~~

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

~~(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.~~

Formatted: Indent: Left: 0.25", First line: 0"

Formatted: List Paragraph, Left, No bullets or numbering



- (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.

~~Upon request, the employee may be required to submit a physician's statement to verify that the employee was under doctor's care and/or to confirm that the employee is fit to return to duty and can perform the essential functions of his job. If an employee has received work restrictions from a physician, the employee must communicate those restrictions to his Department Head before the employee returns to work.~~

~~Failure to provide a physician's statement or requested documentation may delay the employee's return to work and may result in disciplinary action and/or the denial of paid benefit time.~~

- ~~(34) 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.~~

~~Prior to returning to work, an employee may be required to have a fitness for duty examination conducted by a physician of the County's choosing and at the County's expense. Requests for fitness for duty examinations must be approved by the Lake County Director of Human Resources.~~

- ~~(45) 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. A dDepartment Hhead or designee may direct an employee who appears ill or injured to leave work in order to protect the health and safety of the of other employee and others. If the employee does not have benefit time available to cover such an absence, the absence may be unpaid.~~

- ~~(65) An employee may be disciplined and/or denied the use of paid benefit 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.~~

- ~~(676) 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.~~

Formatted: Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 2 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0", First line: 0"

Formatted: Indent: Left: 0", First line: 0"

Formatted: Indent: First line: 0"

Formatted: Not Highlight

Formatted: Highlight

Formatted: Indent: Left: 0", Hanging: 0.5"



~~A Department Head or designee, with the concurrence of the Director of Lake County Human Resources or his designee, may direct an employee to leave work if there is reason to believe that the employee is unable to perform the essential functions of his job with or without a reasonable accommodation or if the employee has presented work restrictions that prevent the employee from performing the essential functions of his position with or without a reasonable accommodation. If the employee does not have benefit time available to cover such an absence, the absence may be unpaid.~~

Formatted: Indent: Left: 0", Hanging: 0.5"

~~(787) 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. 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 Section 4.8 (A) FMLA for further details.)~~

~~(89) Sick hours pay taken will not be considered for hours not worked and will be excluded when computing eligibility for overtime for the workweek in which it is taken.~~

~~(109) 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. Currently, There is no restriction on the amount of sick leave that employees may carry in their sick bank, but there are restrictions on how much reimbursement employees may be eligible to receive for their sick leave as provided below.~~

Formatted: Indent: Left: 0", Hanging: 0.5"

#### Compensation for Unused Sick Leave:

##### (1) Annual Sick Leave Reimbursement

~~Eligible employees with at least thirty (30) unused sick leave days in their sick bank may elect to receive cash reimbursement for sick leave days that they accrued during the current fiscal year (that are in excess of their thirty day sick bank), minus any sick leave days taken that year, at 50% value (calculated at the employee's current hourly rate) minus taxes and deductions.~~

Formatted: Indent: Left: 0"

~~This reimbursement option is only offered to employees once a year, usually at the end of the fiscal year, and the employee's decision is binding. If reimbursement is chosen, the employee will only be reimbursed for unused sick leave days accrued during that fiscal year. The employee cannot elect reimbursement for just a portion of that time or for days accrued during prior years. If the employee does not elect cash reimbursement and instead, chooses to bank his unused sick time, his sick leave days for that year will remain in his sick leave bank and cannot be claimed for annual reimbursement in subsequent years.~~

Formatted: Indent: Left: 0"

##### (2) Reimbursement Payout at End at Termination of Employment

Employees who leave County employment **in good standing** and have at least thirty (30) unused sick leave days in their sick bank on the last day of their employment

Formatted: Indent: Left: 0.75"

Formatted: Highlight



may receive ~~reimbursement~~ payout at 50% value for all unused sick leave accumulated, up to a maximum of sixty (60) days.

~~(3) Pension (IMRF or SLEP) Service Credit for Unpaid, Unused Sick Leave. Under certain conditions, a retiring, vested employee can receive up to a maximum of one (1) year of pension service credit for accumulated, unused, unpaid sick leave. Illinois Municipal Retirement Fund (IMRF or SLEP) service time will be credited to a retiring employee as follows:~~

~~a. 20 days will be considered one month; any portion of a month will count as an additional month. For example, an employee with at least 20 days accumulated sick leave will receive one month of pension service credit; an employee who has accumulated 21 days of sick leave is entitled to two months of pension service credit. The pension service credit provision does not require member (employee) contributions and applies solely to employees terminating for retirement purposes. The effective date of the pension payments must be within 60 days of termination.~~

~~b. Accumulated, unpaid, unused sick leave may not be used to establish any minimum service requirements for any other provisions of the IMRF Act, such as:~~

- ~~Eight year vesting requirement.~~
- ~~One year service requirement for reciprocal service.~~
- ~~Thirty five (35) year service requirement for no pension reduction under age 60.~~

Formatted: Numbered + Level: 1 + Numbering Style: A, B, C, ... + Start at: 1 + Alignment: Left + Aligned at: 0.75" + Indent at: 1"

Formatted: Strikethrough

Formatted: Left, Indent: Left: 0", First line: 0"

Formatted: Indent: Left: 0", Hanging: 0.5"

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0", Hanging: 0.5"

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0", Hanging: 0.5"

Formatted: Indent: Left: 0", Hanging: 0.5"