

# **SECTION 11**

## **LEAVES**

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### **SECTION 11.1**

#### **SICK LEAVE**

All regular full-time employees of the County shall be allowed sick leave with full pay in accordance with the following rules:

1. Regular full time employees (including Elected/Appointed Officials) shall earn four hours of sick leave per pay period.
2. Accumulation of sick leave credits shall be limited to 1440 hours at regular pay.
3. Sick leave begins to accrue upon employment but may not be used by an employee until the employee has completed 90 days of service with the County.
4. Only that sick leave which has been earned may be used. No sick leave will be accrued while an employee is using sick time.
5. Subject to the approval of the Department Head/Elected Official, sick leave time may be used for absence from work because of personal illness, pregnancy, legal quarantine, doctor/dentist appointments, or illness in the immediate family. Immediate family for the purpose of this subsection shall include current spouse, parent, guardian or child.
6. Department Heads and Elected Officials shall record and report to the Auditor's Office in writing of the number of days and dates an employee is absent due to illness. Employees, for the purpose of this policy, include all employees who accrue sick leave (full time regular employees as well as Elected or Appointed Officials).
7. The Department Head/Elected Official may request and obtain verification of the circumstances surrounding any use of sick leave. Failure to provide appropriate documentation for the use of sick leave may result in disciplinary action up to and including termination.
8. Employees hired prior to October 1, 2002 **and** Elected/Appointed Officials paid from County funds, with eight (8) years of continuous service, that terminate employment with the County, may receive payment for one-half of their unused sick leave up to a maximum of 720 hours provided that no employee shall be paid for unused sick leave more than once regardless of how many times the employee may subsequently be employed by the County.
9. Employees hired after October 1, 2002 and Elected/Appointed Officials paid from County funds, with eight (8) years of continuous service, that terminate employment with the County may receive payment for 10% of their unused sick leave hours provided that no employee shall be paid for unused sick leave more than once regardless of how many times the employee may subsequently be employed by the County.

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10. While out on sick leave, an employee must maintain daily contact (within one hour of the start of his/her shift) with the supervisor or the supervisor's designee, in order for the supervisor to know the employee's estimated date of return to work. Sick leave benefits are contingent upon maintenance of regular contact.
  
11. While out on sick leave, an employee may not undertake secondary employment, including self-employment (paid or volunteer work), without notification and written consent of the department head.