

3.4(2): Sick Leave

This policy applies as described below.

POLICIES AND PROCEDURES

Eligibility and Accrual of Sick Leave

To be eligible for sick leave, employees must be classified as one of the following:

- full-time regular, project-designated, grant-funded, executive or appointed (40 hours/week)
- part-time 3 (30 to 39 hours/week)

This policy does not apply to part-time 2 (RP2-20 to 29 hours/week), project designated, part-time (PJ2-20 to 29 hours/week), seasonal, or temporary positions.

To receive sick accruals for the month, employees must work or be in an approved paid leave status for at least fifty percent (50%) of the pay period.

Employees must have accruals at the beginning of the month in order to use them during the month. Eligible employees shall accrue sick leave at the following rates:

Accrual Per Pay Period (Monthly)	
<u>Full-Time 40 hrs/wk</u>	<u>Part-Time 30-39 hrs/wk</u>
8.00	6.00

Sick leave may be used for employees' illnesses and physician's appointments, in addition to illnesses of children, siblings, in-laws, spouses, civil union or domestic partners, parents, parents-in-law, or grandparents (if employees' presence is required to care for ill relatives). Please refer to the Adams County policy on family and medical leave eligibility and entitlements under the Family and Medical Leave Act (FMLA).

A request for sick leave shall be made and approved by the immediate manager or supervisor prior to the leave date. In the case of an unforeseen illness that will result in an absence from work per policy 2.1(1) - Hours of Work, it is the employee's responsibility to contact his or her immediate manager or supervisor. Failure to notify the immediate manager or supervisor within the specified time frame may be

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grounds for disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8.

False or fraudulent use of sick leave is grounds for discipline, up to and including, termination. Employees on sick leave (for employee or family) for any length of time may be required to submit a physician's certification of illness and/or a certification of employees' fitness to return to work. If employees refuse to submit a physician's certification, the absence may be considered leave without pay, annual leave or compensatory time (as appropriate), and may be subject to disciplinary action, up to and including, termination of employment under the Discipline and Appeal Policy 1.8. Employees on sick leave shall maintain sufficient communication with their immediate manager or supervisor so as to allow contact by the department, if necessary, including receiving contact by a manager or supervisor for urgent work-related reasons.

In certain situations, department directors, in consultation with People and Culture Services, may mandate the use of sick leave by employees.

Status Changes

An employee, who has a status change from a regular full-time position to a position not earning accruals, shall have all accruals paid out on the effective date of the status change. The method for calculating the payout shall be the same as upon separation from the County.

Payment of Unused Portion of Accrued Sick Leave upon Separation

Separating employees, who were hired on or after January 1, 1983, shall be compensated for one-half (1/2) of their unused sick leave, but in no event for an amount greater than a total of three hundred-sixty (360) hours. The rate of pay shall be determined by employee's regular rate of pay as of his or her last working day.

Separating employees, who were hired prior to January 1, 1983, shall be compensated for unused sick leave not to exceed a total of seven hundred-twenty (720) hours. The rate of pay shall be determined by employee's regular rate of pay as of his or her last working day.

Cap on Accruals

Employees shall not accrue more than nine hundred-sixty (960) hours of sick leave. Employees who accrue 960 hours of sick leave will stop accruing sick leave until such time that they use sick leave and fall below the cap.