

### 19.3 Sick Leave (Revised ~~12/13~~ 11/20)

(a) Sick leave is only to be used for sickness, family illness, personal and family medical appointments, injury, disability or funeral leave as outlined in these Rules and for no other purpose. An employee who uses sick leave for any other purpose may be subject to discipline. For purposes of “family illness” and “family medical appointments”, “family” is defined to be spouse, child, grandchild, parent, step-parent, sister, brother, employee's grandparents, the parents of the employee’s spouse, as well as any other family member, whether it be by blood or legal marriage, or legal adoption or foster children, residing in the same household.

(1) Each employee in a pay grade prefixed by “C”, “E” or “Y” shall earn Sick Leave hours at the factored hourly rate specified to equate to thirteen (13) days per year or one hundred four (104) hours per year for a full-time employee.

(2) Each employee in a pay grade prefixed by “A” or “G” shall earn sick leave hours at the factored hourly equivalent of ninety-nine (99) hours per year for a full-time employee.

(3) Sick Leave shall not accrue during any period of absence without pay.

(4) Sick Leave shall be earned, but not granted, during the first six (6) months of employment.

(5) No refund of vacation shall be allowed due to illness incurred while on vacation.

(6) Sick Leave for part-time employees will be earned based on the number of hours worked each pay period.

(b) The Department Head may require a doctor's certificate be obtained on an annual basis for the continued medical condition.

~~(c) — An employee may use up to forty (40) hours per calendar year for illness in the immediate family or family medical appointments. Upon written request, the Personnel Director may waive the forty (40) hour limit after reviewing the individual circumstances in support of the request.~~

~~(d) — Immediate family for the purpose of sick leave usage is defined to be spouse, child, grandchild, parent, step parent, sister, brother, employee's grandparents and the parents of the employee’s spouse. Immediate family will also include any other family member, whether it be by blood or legal marriage, or legal adoption or foster children, residing in the same household.~~

(ec) Accumulation of sick leave credit shall not exceed two thousand eighty (2,080) hours at any one time. Disability retirement shall not be effective until accumulated sick leave has been used.

(1) Upon retirement or death, employees in a pay grade prefixed by “C”, “E” or “Y”, shall receive fifty-five percent (55%) of accumulated sick leave, one hundred percent (100%) of which will be distributed into the employee’s PEHP premium account.

(2) Upon retirement or death, employees in a pay grade prefixed by “A” or “G” shall receive forty-five percent (45 %) of their accumulated sick leave into the employee’s PEHP account.

(3) Payment shall be made based on the employee’s current hourly rate of pay at the time of retirement or death.

(~~f~~d) An employee who is absent because of sickness or family illness shall inform his immediate supervisor of the fact and the reason therefore as soon as possible; failure to do so within a reasonable time may be cause for denial of pay for the period of absence. The Department Head may require a doctor’s certificate or other evidence of illness before approving sick leave with pay; such certificates shall be transmitted to the Personnel Officer with the report of sick leave for entry in the employee’s records. Sick leave may be denied when the County has facts showing that an employee is abusing sick leave.

(~~g~~e) An employee, at his discretion, may supplement his worker’s compensation payment to bring the total sum of worker’s compensation payment and sick leave to a figure equivalent to a full pay check.

(~~h~~f) An employee in a pay grade prefixed by “C”, “E” or “Y” who voluntarily separates, other than retirement, from employment with the County after fifteen (15) consecutive years of service with the county shall be paid fifty percent (50%) of their accumulated sick leave balance that is in excess of one thousand hours. This pay out shall be distributed as one-third (1/3) cash and two-thirds (2/3) PEHP.

(1) An employee in a pay grade prefixed by “A” or “G” who voluntarily separates, other than retirement, from employment with the County after fifteen (15) consecutive years of service with the County shall be paid forty-five percent (45%) of their sick leave balance in excess of 1000 hours, and shall be paid in cash.

(2) Payment shall be made based on the employee’s current hourly rate of pay.

(~~i~~g) Once an employee has exhausted all sick leave, the department head may automatically deduct as necessary from any available paid leaves.

(~~j~~h) For classified employees who have accepted an elected position:

(1) Employees who accept appointment to an elected position shall have their accrued sick leave banked at the time of their appointment.

(2) Upon termination of employment, the employee’s sick leave bank will be paid in accordance with the provisions of this Rule based on what their pay grade designation was in the classified position. Payment will be based upon the employee’s hourly rate of pay they earned when they left their classified position.