



ADMINISTRATIVE POLICY MANUAL	SECTION HUMAN RESOURCES	NUMBER AM-702.1	EFFECTIVE DATE 2/7/2023
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POLICY:

It is the policy of the County to permit employees to be absent from work due to non-work related sickness or injury. In order to help regular employees maintain their income during these absences, the County will provide compensation according to the guidelines below.

COMMENT:

1. Sick Leave will accrue for all regular full-time and regular part-time employees beginning with the completion of their first full calendar month of employment. Full-time employees will accrue one day per month and part-time employees' accrual will be on a pro-rata basis. Part-time employees hired on or after June 22, 2001, will not accrue sick leave.
2. New employees' sick leave is available for use as it is earned. To receive compensation while absent on medical leave the employee shall notify the immediate supervisor prior to or as soon as possible after the period of absence begins. The supervisor may request a physician's certification of the need for the absence. In every case, a person using more than five consecutive work days' sick leave will present certification of need for the absence and clearance to return to work from a licensed medical provider. Failure to present such certification may prevent the employee from being allowed to return to work or may result in no pay for the period of absence.
3. Sick Leave may be charged in increments of one-half hour minimum.
4. Sick Leave may be applied for the following purposes:
 - a. Personal injury or illness not connected with the job, except that it may be used for the first seven calendar days of a work connected absence as detailed in the unit PAYROLL/SALARY ADMINISTRATION, AM-301.1, item 11. It may also be used beyond the seventh day to supplement Workers' Compensation benefits until the sick leave balance is reduced to 240 hours, at which time the employee may supplement Workers' Compensation benefits with vacation leave. Once all vacation is used, up to half the employee's remaining sick leave balance may be used for this purpose.
 - b. Medical, dental, optical or chiropractic treatment/examination.
 - c. Exposure to a contagious disease which would endanger others (as determined by a physician).
 - d. Illness of a family member, defined as parent, child, sibling, spouse, stepchild, stepparent, stepsibling, grandparent, parent-in-law, child-in-law, sibling-in-law, and legal guardian.



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5. Authorized sick hours shall not be counted as time worked for the purpose of computing overtime pay eligibility.

6. Maximum Accruals:

- a. For regular full-time employees hired on or after October 1, 2011, ~~sick leave accruals will not exceed thirty days at any time.~~ At the end of December of each year, any sick leave hours over the thirty (30) day maximum will be converted to vacation hours using the following formula:

$$.50 \times \text{hours over max} = \text{Number of hours to be converted to vacation hours}$$

The converted hours will be added to the vacation accrual bank after the annual vacation reduction.

- b. Regular full-time employees hired prior to October 1, 2011, whose accrual banks are in excess of thirty days will remain eligible for a sick leave incentive as follows:

Sick Leave Incentive Payment will be provided for full time employees as an incentive to avoid sick leave abuse.

- i. At the close of each anniversary year (based upon the hire date), Regular full time employees will be compensated for one-half of all sick leave days accumulated over thirty. The days that are compensated for through this plan will be deducted from the employee's total sick leave accumulation and paid at straight time rate.
- ii. When regular full time employees reach the maximum accumulation of sixty days, they will receive, at the end of their anniversary year, compensation for all additional hours earned over this maximum. The hours that are compensated for will be deducted from the employees' total accumulation and paid at straight time rate.
- iii. At promotion, an employee promoted into the position of Battalion Chief or Assistant Chief with a sick leave balance in excess of thirty days if hired on or after October 1, 2011, or in excess of sixty days if hired prior to October 1, 2011, will have their sick leave balance adjusted to either thirty or sixty days, respectively upon promotion. In addition, the employee will be credited with additional sick leave accruals for each month beyond their anniversary month until the month of promotion. The



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difference between the pre-promotion sick leave balance and the adjusted sick leave balance will be paid to the employee at their pre-promotion hourly rate of pay. The employee will remain eligible for sick leave payments identified under i. and ii. as noted above.

7. Regular full-time employees hired on or after October 1, 2011, with ten or more years of service with the County shall be paid one-half of all unused sick leave, to a maximum of one hundred twenty hours, upon retirement or death. Regular full time employees hired prior to October 1, 2011, with ten or more years of service with the County shall be paid one-half of all unused sick leave, to a maximum of two hundred forty hours, upon retirement, termination of employment for other than involuntary separation, or death. Note that employees being laid off shall have the option of leaving sick leave on account for up to one year. Employees leaving County employment having less than ten years' service shall not be paid for unused sick leave.

8. Regular full-time employees in the position of Fire Battalion Chief, Assistant Chief, or Fire Chief shall be paid for all unused sick leave upon retirement or death up to thirty days for employees hired on or after October 1, 2011, or up to sixty days for employees hired prior to October 1, 2011. There shall be no payment of sick leave for termination of employment to include voluntary separation.

9. In accordance with this policy, payment of unused sick leave for employees who die while in County employment shall be paid to the same beneficiary as is designated for the life insurance benefit

Michael C. Zito _____ DATE _____