



# Taylor County

## Board of County Commissioners'

### Policy Manual

Policy #:	Title:	Effective Date:
<b>2009-21</b>	<b>Sick Leave Policy</b>	<b>05/04/09</b>

#### PURPOSE

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To provide guidance regarding sick leave for regular full time employees of the Board of County Commissioners

#### REFERENCE

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IAFF and IBEW Union Contracts

#### POLICY

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#### **SICK LEAVE - Eligibility and Use**

The Board grants sick leave to regular full time employee after they have completed the fourth month of their introductory period. Sick leave may be used for the employee or employee's immediate family member's personal illness, injury or exposure to a contagious disease, which would endanger others and the employee's personal appointments with a doctor, dentist, or other recognized practitioner. Sick leave will be charged in one half hour increments. Employees must notify their supervisor prior to the commencement of the work day of their absence. Employees must complete a leave request upon their return to work. Employees may use annual leave for illness if they have exhausted their sick leave. For serious medical conditions requiring long term absences, please refer to the Family and Medical Leave Act Policy.

#### **Accrual**

Forty (40) hour per week employees will, at the end of the fourth month of employment, have accumulated eight (8) hours of sick leave and will accrue eight (8) hours at the conclusion of each month thereafter. An employee not completing a month will not accrue sick leave for that month. A completed month is a month where all scheduled work days were either worked or paid leave. (i.e., approved annual leave, sick leave, or personal day) Any unpaid leave will result in forfeiture of that month's sick leave accrual. Fifty-six (56) hours per week employees will be granted 10.5. Effective May 1, 2009 accrual of unused sick leave is unlimited. Employees hired after January 1, 1999, shall not be paid for unused sick leave, upon separation.

**Employees Employed Prior to January 1, 1999** - Upon proper separation from the County Employees employed prior to January 1, 1999 may be paid for their existing accrued sick leave (up to 720 hours) based upon their status as of December 31, 1998.

**Certification by Physician**

Employees out on sick leave for three or more consecutive work days shall be required to present a physician's certificate of fitness for duty in order to return to work. Employees may be required to submit a medical certification signed by a licensed physician to substantiate usage of personal family sick leave benefits. Such certification may be required if absence from duty for illness purposes occurs frequently or habitually, or in such a manner as to suggest a pattern of misuse.

**Forfeiture of Sick Leave**

Employees will forfeit all rights to sick leave benefits, regardless of length of service, if, prior to retirement, termination, or death, they are found guilty in a court of competent jurisdiction of committing, aiding or abetting any embezzlement, theft, or bribery in connection with County employment or have admitted to committing, aiding, or abetting any embezzlement, theft, or bribery in connection with County government.

**RESPONSIBLE DEPARTMENT**

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Human Resources

**Sunset Date: None**

Last Updated: 11/03/08