

# Grant County Personnel Policy

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APPROVED:  Cindy Carter, Chair, Board of County Commissioners	08-28-17 Date Signed
LAST REVISED: 10/12/2016	CONTACT: Human Resources

## 802 – Sick Leave

- 802.1 Specifics: Grant County authorizes eligible employees paid sick leave as a benefit of their employment.
- 802.2 Sick Leave Accrual: Full-time and part-time employees regularly scheduled to work eighty (80) or more hours per month are eligible for paid sick leave within one month of hire.
- 802.2.3 Overtime hours are not included in the calculation of sick leave.
- (a) If the date of hire is between the 1<sup>st</sup> and the 15<sup>th</sup> day of the month, sick leave accrual begins in the first calendar month of work.
  - (b) If the date of hire is between the 16<sup>th</sup> day and the end of the month, sick leave accrual begins the month following the first calendar month of work.
  - (c) Sick leave accruals are calculated on the 15<sup>th</sup> of each month.
  - (d) Employees must be in pay status fifteen (15) or more calendar days of the month in order to be eligible to earn leave.
- 802.3 Sick Leave Use
- 802.3.1 Sick leave shall not be taken prior to being earned.
- 802.3.2 Sick leave shall not be taken less than ½ hour increments.
- 802.3.3 Sick leave shall not be used as annual leave.
- 802.3.4 Sick leave shall not be transferred to another employee, except as expressly outlined in this policy's section 803 below, *Sick Leave Donation*.
- 802.3.5 Sick leave use shall be documented using the *Leave Request and Authorization* form.

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802.3.6 Sick leave requests shall be subject to prior approval for any scheduled sick leave (doctor appointments, hospital stays, etc.), and are to be completed for approval immediately upon return from any unscheduled sick leave.

802.3.7 Sick leave may be used for only the following reasons:

- (a) Illness or injury which prevents the employee from performing their job; or
- (b) Illness or injury to a member of the employee's immediate family.
  - (1) For sick leave purposes, immediate family includes the employee's spouse, sibling, parent, child/stepchild, in-law, or any other relative or member living in the employee's household.
- (c) Doctor appointments for the employee or a member of their immediate family.
- (d) Exposure to a contagious illness, which would jeopardize the employee's health, the health of co-workers or the general public.

802.3.8 Notice is required for sick leave absence from work.

- (a) If you are unable to contact your supervisor or other appropriate party, you must contact his/her supervisor and so on up the "chain of command."
- (b) You must call in each day you are absent from work, except in cases of prolonged illness or injury, where notification of longer term absence has been given and accepted by the supervisor or other appropriate party.

802.3.9 Absences of three (3) or more consecutive work days due to illness or injury may require a written doctor's release to return to work.

802.3.10 Upon return to work from illness or injury, and in order to accommodate a disability, light-duty may be available. Light-duty is based on a case by case analysis by your supervisor and the Human Resources department. Questions regarding light-duty should be directed to your supervisor and the Human Resources department.

802.3.11 If a holiday occurs during sick leave, the employee will receive holiday pay for that day.

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802.3.12 Questions about use of sick leave should be directed first to the supervisor.

802.4 Sick Leave Maximum: Sick leave may be accrued to a maximum balance of one hundred twenty (120) days (nine hundred sixty (960) hours). Sick leave balance is reconciled at the end of each month.

Sick leave in excess of the maximum at the time of reconciliation will lapse.

802.5 Sick Leave Pay Out: Employees who separate from Grant County employment may be paid for a portion of accrued sick leave.

802.5.1 Effective for employees hired prior to 10/01/16 and who retire prior to 10/01/21: Employees who separate from Grant County employment at age 62 and are therefore eligible for retirement through the Social Security Administration, or younger and are eligible to begin drawing full benefit from a DRS retirement program, will receive payment for fifty percent (50%) of any accrued, unused sick leave, not to exceed nine hundred sixty (960) hours.

802.5.2 Effective for employees not identified in Section 802.5.1 above: Employees who separate from Grant County employment at full retirement age as defined by the Social Security Administration, or younger and eligible to begin drawing full benefit from a DRS retirement program, will receive payment for fifty percent (50%) of any accrued, unused sick leave, not to exceed nine hundred sixty (960) hours.

802.5.3 Employees who separate from Grant County employment after ten (10) or more years of employment, and who give two (2) or more weeks' notice prior to separation, will receive payment for twenty-five percent (25%) of any accrued, unused sick leave, not to exceed nine hundred sixty (960) hours.

802.5.4 Employees who separate from Grant County employment after less than ten (10) years of employment and who do not separate from Grant County under conditions outlined in Sections 802.5.1 through 802.5.3 will not receive payment for any accrued, unused sick leave. However, sick leave will be restored if the employee is re-employed with Grant County within twelve (12) months after the date of separation.

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- 802.5.5 Payment for sick leave is calculated on an employee's base salary plus longevity pay at the time of separation from the County.
- 802.5.6 Employees who are elected to a County office will be paid for sick leave upon taking office, in accordance with this policy, given that elected officials are not eligible for sick leave.
- 802.6 Insurance Coverage: Employees must work eighty (80) or more hours per month to retain health insurance benefits, except during approved Family and Medical Leave Act leave (FMLA). Employees may retain their insurance coverage at their own cost as provided by the Consolidated Omnibus Budget Reconciliation Act (COBRA). Employees are responsible for any necessary insurance costs during any lapse of coverage. Insurance coverage will lapse if payments are not received according to schedule. Questions regarding insurance coverage and payment schedule should be directed to the Accounting department.
- 802.7 Retaining Rights to a Position during Extended Leave: Employees who are absent from work due to illness or injury for more than ninety (90) days may not be able to retain rights to their position, except as otherwise provide by federal and/or state regulations. However, the County may restore the employee to an equivalent position with equivalent pay, benefits and other employment terms and conditions, should such position exist. Questions regarding retaining rights to a position should be directed to the Human Resources department.
- 802.8 Variance(s): A variance to these policies may exist for the Sheriff's Office.