



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

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| POLICY TITLE: Sick Leave | AUTHORIZED BY: |
| POLICY: B-11 | PAGE: 1 of 2 |
| ISSUED: August 1, 1984 | REVISED: November 1, 2000 |

I. General Statement

Sick leave may be used when the employee is incapacitated for the performance of assigned duties by sickness or injury, or by pregnancy, childbirth and recovery therefrom, or periods of time required for medical, surgical, dental or optical examination or treatment, or where through exposure to contagious disease the presence of the employee would jeopardize the health of others. Also, loss of time due to an illness of the employee's spouse, children, other relatives, or members of the employee's household, which requires the employee's personal care and attention may be charged to sick leave. The final decision concerning the granting of leave shall rest with the appointing authority and shall be based upon the degree to which the employee is responsible for providing personal care and attention.

II. Guidelines for Accrual of Sick Leave

- A. Employees who are employed on a full-time basis in positions of a continuing or permanent nature shall be allowed sick leave with full pay computed at the rate of five hours for each semi-month of service in which they are in pay status for eighty (80) or more hours. Sick leave will be credited at the rate of one-half (1/2) the full-time accrual rate for semi-months in which the employee is in pay status from forty (40) hours and prorated for all hours in which they are in pay status from forty to eighty (40-80) hours. Sick leave will be credited for semi-months in which they are in pay status.
- B. Sick leave with pay shall not be allowed to employees who are employed on a non-continuing basis in positions of limited duration requiring less than the equivalent of six months of full-time employment in any twelve month period, whether this be on an emergency, temporary, limited temporary, hourly, or per diem basis. If the term of limited duration employment is extended to the equivalent of six months or more of full-time work in any earned sick leave for that period of employment in excess followed without break in service by appointment of a continuing or permanent nature, the employee shall be credited with earned leave for the initial period of limited duration employment.
- C. Employees who are employed on an intermittent or regularly scheduled part-time basis except those employed in positions of limited duration requiring less than the equivalent of six months of full-time employment in any twelve month period shall earn sick leave in accordance with the schedule of leave accruals enumerated in II A.
- D. Employees shall be allowed to accumulate sick leave without limit.



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III. Guidelines for Sick Leave Usage

- A. Sick leave shall be granted and liquidated in multiples of one-quarter hour.
- B. Sick leave shall not be credited to employees who have ceased active duty preliminary to separation from the state service.
- C. Employees who transfer or who are otherwise appointed within another division of the Office of Administration shall have their accumulated sick leave carried forward to the receiving divisions unless otherwise provided by the appointing authorities involved.

IV. Other Rules

- A. It is the employee's responsibility to notify his/her supervisor or other designated individual prior to the commencement of the work shift when absence occurs due to illness. The supervisor or other designated individual is to be notified and kept informed if absence for more than one day occurs.
- B. Management may require a statement verified in writing by a physician for any period of absence requested as sick leave.