

## **POLICY # N4-4.1**

### **SICK LEAVE NON-UNION EMPLOYEES**

Each permanent non-union employee who works a minimum of 20 hours per week shall accumulate sick leave for personal illness at the rate of one day for each four weeks of service or thirteen (13) days per year. Sick leave may accumulate without limit. Sick leave will not be accumulated by an employee for any calendar month in which he is absent due to illness, injury or leave of absence for more than 20 consecutive working days. Sick leave is for the protection of employees against loss of pay because of illness and shall not be included in termination pay. Probationary employees are allowed to accrue sick leave from the first day of employment but are not permitted to utilize these leave days until the probationary employee status has been completed.

If you are out sick, you may be compensated at your regular rate of pay for absences of not more than five consecutive work days, provided that the supervisory authority is satisfied that the absence was caused by the employee's illness. Sick leave with pay will be allowed for more than five consecutive working days only upon submission of a doctor's note satisfactory to the supervisory authority. Such note will also be filed with the department head or supervisory authority. Such payment for sick leave may not exceed the employee's accrued sick leave benefit.

Accrued sick leave may be used to supplement worker's compensation payments in each pay period not to exceed his/her regular after-tax income.

When an employee is on sick leave and accrued sick leave expires or if he/she is receiving benefits under worker's compensation and accrued sick leave expires, he/she may request a leave of absence.

When a permanent employee retires or dies, his or her beneficiary shall receive severance pay equal to the employee's most recent daily straight-time rate multiplied by 60% of his unused accumulated sick leave days in effect as of his retirement or death. Such severance pay shall not exceed a maximum of \$5,000.

Personnel Board Approved:                      September 5, 2000