SICK LEAVE 7200.000

I. PURPOSE 7201.000

The purpose of sick leave is to provide a benefit to those eligible County employees who are unable to attend work due to short-term illness, disability or injury, or for purposes set forth under "General Procedures" paragraph # 6 of this sick leave policy. It may also be used in conjunction with a long-term medical leave of absence to provide some measure of income protection for extended illness or disabilities.

II. DEFINITION 7202.000

Sick leave will be considered for a non-work related, bona fide illness, disability or injury. (Revised 2/5/24).

III. ACCRUAL AND ACCUMULATION 7203.000

A. ~~Full-time employees working forty (40) hours a week will accrue sick pay benefits at a rate of eight (8) hours per month. Those working 37.5 hours a week will earn 7.5 hours a month. Any hours more than 32 hours and less than 37.5 hours per week will be prorated for the number of hours worked per day. (Adopted 11/2/98)~~

Update:

A. Full-time employees accrue sick leave on a monthly basis according to their regularly scheduled weekly hours. 40-hour employees accrue 8 hours of sick leave per month; 37.5-hour employees accrue 7.5 hours of sick leave per month; 32-hour employees accrue 6.4 hours of sick leave per month.

B. Other employees - Sick leave shall not be accrued by part-time, temporary, seasonal, intermittent and emergency employees.

C. ~~Sick pay benefits may be accumulated by employees to a maximum of ninety (90) working days or 720 hours for those working an eight (8) hour day and prorated for the number of hours worked per day for those working less than eight (8) hours per day. (Adopted 11/2/98)~~

Update

C. Sick leave balances are capped based on the employee's full time schedule. 40-hour employees may accrue up to 720 hours; 37.5-hour employees may accrue up to 675 hours; 32-hour employees may accrue up to 576 hours.

Once an employee reaches the maximum balance additional sick leave will not accrue until the balance falls below the cap.

Scheduled Work Hours	Accrual Rate Per Month	Sick Accrual Cap
40	8	720
37.5	7.5	675
32	6.4	576