

ADAMS COUNTY PUBLIC LIBRARY

SECTION 3.420 – SICK LEAVE (revised 9/8/04; 5/13/09; 8/13/14)

Full-time assigned employees are granted ten (10) hours of sick leave per month, to accumulate to a maximum of four hundred eighty (480) hours.

Part-time assigned employees earn sick leave prorated on the basis of their FTE assignment. Calculations will be rounded to the nearest whole hour. The maximum accumulation of sick leave for part-time employees shall be prorated upon the employee's FTE assignment. (revised 9/8/04)

Employees may use sick leave for absences due to personal illness or injury, for illness or death within the immediate family; and medical, dental, or eye appointments when they cannot be scheduled outside work hours. Immediate family is defined as member of the household, children, grandchildren, parents, siblings or grandparents. Note: For funerals, family may also include extended family members. Sick leave may be used for disability resulting from pregnancy and childbirth.

Employees must notify their team leaders or a member of the management team as soon as possible to report sick time, at least one (1) hour before the library opens. Employees must report sick time each day they are unable to report for work. Failure to report will be considered absent without leave and employees will not be paid for the time missed.

Employees who are absent because of illness are expected to keep their team leader or a member of the management team informed as to the probable date of return. Employees returning from childbirth, surgery, or extended illness of five (5) days or more may be required to file a doctor's release to return to work.

All staff members must confirm use of sick leave by personal signature on an Employee's Report of Absence. This form must be completed on the employee's first day of return to work and promptly filed with the fiscal officer. The employee's signature verifies the stated reason for absence and the claim is subject to audit. Fraudulent claims for sick leave may be cause for disciplinary action up to and including dismissal. If an employee fails to file an absence form before payroll is processed, all hours absent will be deducted from accrued vacation leave. (revised 5/13/09)

Compensation for sick leave shall be paid at the employee's base pay rate at the time of the absence. Sick leave is not to be used in less than thirty minute increments and can be taken only as accumulated. After an employee has exhausted all accrued sick leave, absences that would normally qualify as sick leave, will be deducted automatically from the accrued vacation leave.

Accrued but unused sick leave is not paid to employees at the time of resignation or retirement. However, if a staff member retires from ACPL through OPERS, the staff member may receive one-fourth ($\frac{1}{4}$) of unused accumulated sick leave at the current hourly wage as a retirement benefit.