

JUDICIARY HUMAN RESOURCES DEPARTMENT

FACT SHEET

Administration of Sick Leave

(Reference: Policy on Sick Leave)

GENERAL INFORMATION

- Applies to all regular employees
- An employee earns 15 days of sick leave per year (4.62 hours per pay period). This is prorated for part-time regular employees
- All unused sick leave is carried over from one leave year to the next
- Unused sick leave can be added to years of service once eligible for retirement. Twenty-two days of unused sick leave equals one additional month of service

SICK LEAVE USE

Sick leave may be used only for:

- An illness or medical care of the employee
- An illness or medical care of a spouse, child, parent of the employee or spouse or others who took the place of a parent, and other family members living as a member of the employee's household.
- Death of certain relatives (see the Policy on Sick Leave)

Sick leave may not be used in lieu of other paid leave. Annual and personal leave may not be used in lieu of sick leave unless the employee has exhausted all sick leave or is in danger of losing annual or personal leave at the end of the leave year.

DOCUMENTATION

- An employee must provide medical documentation for any absence due to his or her own illness or illness of an eligible family member that is of three (3) or more consecutive workdays.
- An employee can be required to provide medical documentation for a medical absence of any length if an employee's use of sick leave is excessive or if the employee has abused or may abuse the sick leave policy.
- Medical documentation for prescheduled appointments covers only the time spent in the provider's office and reasonable commuting time. Only in unusual cases would it cover an entire day's absence.
- If required documentation is not provided, then the absence may be charged to leave-without-pay.
- Supervisors may check the authenticity of any documentation or reject any documentation that does not meet the standards described in the policy.

CHARGEABLE OCCURRENCE

Any sick leave usage other than for the following:

- Death of an eligible family member (code 22)
- Prescheduled pre-approved documented medical appointments (code 23)
- FMLA approved absences (code 24)

All other absences are 'occurrences' and should be tracked by supervisors. An "occurrence" is a continuous absence of any length. Other leave (annual, personal, compensatory, and leave-without-pay) used for an illness or medical care, except for FMLA approved absences, shall be treated as sick leave when tracking occurrences. Employees must be counseled when they reach 5 occurrences in a 12-month period.

EXTENDED ABSENCE REPORTING REQUIREMENT

An employee out for an extended absence must report to his/her immediate supervisor at least once per week regarding any changes in his/her medical condition or probable return-to-work date.

All Human Resources policies and forms are on Courtnet. Consult the Policy on Sick Leave or contact the Office of Employee Relations at (410) 260-1732 if you have any questions.

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