



## Personnel Policy

Sick Leave

**Control Number**  
HR014.1

**Policy Date**  
03/13/07

**Revision Date**  
02/22/23

### Purpose

To provide paid leave time for employees for absences due to medical conditions

### Scope

All regular, full time employees and budgeted thirty-two (32) hour employees

### Qualifying Events

Employees may be granted sick leave for absence due to the following:

- Sickness or bodily injury that prevents the employee from performing his or her regular duties.
- Illness of an employee's spouse, child, parent, or member of household that requires the employee's care.
- Medical or dental appointments.
- Period of temporary disability caused or contributed to by pregnancy, miscarriage, childbirth, including recovery.
- Exposure to a contagious disease when continuing work might jeopardize the health of others.
- Family Medical Leave (FMLA) qualifying events.
- Bereavement for immediate family.

### Non-Qualifying Event

Sick Leave cannot be used for annual leave purposes.

### Earn Rates

Employees shall earn sick leave based on the average hours worked per week.

Defined Work Week	Hours Earned/Month
40 hours per week	8 hrs
42 hours per week	8.40 hrs
56 hours per week	11.20 hrs

Budgeted thirty-two (32) hour employees will earn sick leave in proportion to hours worked.

### Policy Guidelines

Sick leave may be taken only with the approval of the immediate supervisor. Employees must notify their immediate supervisor of all requests for sick leave before the leave is taken, or prior to the beginning of the shift.

Sick leave may be taken in 15 minute increments, not to exceed the length of the scheduled shift.



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Employees on approved paid leave will continue to accrue sick leave. There is no maximum accumulation for sick leave.

Leave accrues for each month you are in active paid status as of the 15<sup>th</sup> of each month. Leave accruals are processed at the end of each month.

Unused sick leave may be applied toward retirement credit under the rules of the North Carolina Governmental Employees Retirement System.

Employees will not be paid for any portion of unused sick leave when they leave the employment of the County.

### **Bereavement**

Employees are allowed up to three (3) consecutive days to cover their scheduled worktime for the death of an immediate family member in order to handle family affairs and/or attend the funeral, memorial, burial, or other related events.

Immediate family includes: spouse, parent, child, sibling, grandparent, grandchild, and combinations of half, step, in-law, or legal guardianship derived from this group.

### **Certification**

The Department Head and/or Supervisor may require a doctor's note for three (3) or more requested consecutive days of sick leave. Patterns of sick leave abuse may require an employee to produce a doctor's note for leave requests less than three (3) days. Some situations may require a release to full duty from the doctor before an employee returning to work after an injury/illness.

### **Sick Leave Transfers**

Sick leave balances will be accepted by the County for transfer, only in behalf of employees whose employer in the past twelve (12) months has been North Carolina State Government, or units of local government participating in the North Carolina Local Government Employees Retirement System.

Transfer of sick leave will be accepted once the appropriate official certifies the balance and the period of employment. Transferred sick leave will be subject to existing County policies governing sick leave.

### **Disciplinary Action**

Abuse of the Sick Leave policy and/or failure to provide requested documentation may result in disciplinary action, up to and including termination.



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**Reference**

Replaces: Personnel Policy dated, June 5, 2006, amended March 13, 2007  
Article VI, Leaves of Absence, Section 7, Sick Leave  
Administrative Technical Bulletin, "Guidelines for Taking Comp Time, Annual, Sick, and Personal Leave", dated 02/20/2007