

Section Name: Employee Relations  
Section Number: 400  
Policy Number: 452

Effective Date: March 19, 2019

Subject: Paid Sick Leave

Overview:

The County of Monroe recognizes that employees may be unable to work due to their own personal illness, injury or medical appointment, or the illness, injury or medical appointment of a family member. During such instances, paid sick time may be used by eligible employees.

Purpose:

The purpose of this policy is to establish procedures for eligible non-union employees to use paid sick time.

Scope:

This policy applies to regular full-time non-union employees and regular part-time employee who are normally scheduled to work a minimum of twenty-five (25) hours per week.

Statement of Policy:

A. Credited Sick Leave Time:

1. Regular full-time non-union employees who have completed ninety (90) calendar days of employment prior to January 1 shall be credited with forty-eight (48) hours of sick time on January 1 of each year. Regular full-time non-union employees who are hired after January 15 shall receive prorated sick leave time after completing ninety (90) days of employment.
2. Managerial employees who have completed ninety (90) days of employment prior to January 1 shall be credited with sixty-four (64) hours of sick time on January 1 of each year. Managerial employees who are hired after January 15 shall receive prorated sick leave after completing ninety (90) days of employment.
3. Regular part-time non-union employees who are normally scheduled to work a minimum of twenty-five (25) hours per week and have completed ninety (90) calendar days of employment prior to January 1 shall be credited with forty (40) hours of sick time on January 1 of each year. Regular part-time non-union employees hired after January 15 shall receive prorated sick leave after completing ninety (90) days of employment.
4. Regular part-time non-union employees who are normally scheduled to work less than twenty-five (25) hours per week, variable hours, temporary/seasonal employees and appointed members of a board, commission or authority are not eligible for paid sick time.

B. Permissible Uses of Paid Sick Leave:

1. Physical or mental illness, injury or health condition of the employee or the employee's family member;
2. Medical diagnosis, care, or treatment of the employee or employee's family member;
3. Preventative care of the employee or the employee's family member;
4. Closure of the employee's place of work or the employee's child's school/place of care by order of a public official;
5. Exposure of employee or employee's family member to a communicable disease;
6. Medical care, counseling, relocation or court appearances relating to domestic violence or sexual assault.

C. Utilization of sick leave benefits is subject to the following conditions:

1. Paid sick time cannot be carried over from one year to the next. Any unused sick time shall be forfeited.
2. An employee who resigns or is terminated shall forfeit unused sick time. An employee who retires or dies shall be paid the balance of unused sick time at of their retirement or date of death.
3. Employee shall not be granted paid sick leave time until such time has been credited to the employee.
4. Paid sick leave hours shall be at the employee's regular hourly rate of pay at the time the hours are taken for permissible sick leave.
5. The amount of sick pay benefits used by an employee will be equal to the number of regularly scheduled hours such employee would otherwise have worked on the day(s) such benefits are used.
6. Paid sick leave may be used in not less than one-quarter hour increments or more. However, the total hours used in a day shall not exceed the number of regularly scheduled hours the employee would otherwise have worked had the employee not been on sick leave.
7. Paid sick leave will be paid only if the employee or someone on the employee's behalf notifies his or her Supervisor not later than fifteen (15) minutes after the scheduled starting time on each day that the employee will be absent from work. When possible employees shall give advance notice to their Supervisor.
8. For absences due to the employee's illness or injury, the County may require a physician's certificate showing that the time off was due to actual non-occupational illness or injury and that such illness or injury was disabling to the extent that the employee could not perform regular work duties. The requirement of a physician's certificate may be imposed at any time.
9. For absences due to domestic violence or sexual assault, the County may require employees to provide a police report, a signed victim advocate statement or a court document. All information received will be treated as confidential.

10. Misuse of sick pay benefits will result in discipline, up to and including termination.

D. Frozen Sick Bank: As of July 1, 1986, all accumulated sick leave for employees was frozen and placed in a bank. Regular full-time non-union employees with banked sick time may utilize the time for the reasons listed above. Unused sick time will be maintained in the bank and the employee shall be paid for one-half (½) of those unused days at the same rate paid that employee at the time he/she terminates employment with the County.

Definitions:

- A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- B. Regular Full-time Employee- A regular employee who is scheduled to work forty (40) or more hours per week.
- C. Regular Part-time Employee- A regular employees who is scheduled to work a set schedule less than forty (40) hours per week.
- D. Variable Hour Employee- An employee who is hired for a position in which the employee is not guaranteed any regular number of hours, and whose hours are variable or otherwise uncertain and it cannot be determined whether the employee is reasonably expected to work on average at least thirty (30) hours per week. This includes an employee who is on-call or part of a part-time pool of employees that only work when needed.
- E. Seasonal/Temporary Employee- An employee who is hired for a job scheduled for 25 weeks or fewer over a 12 month period of time.
- F. Family Member-is defined to include:
  - 1. Employee's legal spouse;
  - 2. Employee's children, parents, parents-in-laws, grandparents, grandchildren, and siblings (including biological, adopted, step or foster).

Policy Compliance:

- A. Responsibility
  - 1. Employee: It is the responsibility of the employee to notify their supervisor in a timely manner and in accordance with their department/office policy.
  - 2. Elected Officials/Judges/Department Heads or their designee(s): Each are responsible for scheduling and documenting sick time used by exempt and non-

exempt employees by authorizing the payment of sick leave in accordance with this policy.

3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the sick leave policy, and the authority to make exceptions.

**Administrative Procedure**: New-hired employees that are eligible to receive paid sick leave shall be credited with paid sick leave as outlined below:

<b>New- Hired Employees</b>		
<b>Regular Non Union Full-time</b>		
Hired Between	Eligible on 91st Day Between	Paid Sick Leave Credited
January 1st - January 15th	April 1-April 15	48
January 16th - February 15th	April 16-May 16	44
February 16th - March 15th	May 17- June 13	40
March 16th - April 15th	June 14- July 14	36
April 16th - May 15th	July 15- August 13	32
May 16th - June 15th	Aug 14-Sept.13	28
June 16th - July 15th	Sept. 14- Oct 13	24
July 16th - August 15th	Oct 14- Nov 13	20
August 16th - September 15th	Nov 14-Dec 14	16
September 16th - October 2	Dec 15- Dec 31	12
October 3rd - December 31st	Jan 1-March 31	48
<b>Management</b>		
Hired Between	Eligible on 91st Day Between	Paid Sick Leave Credited
January 1st - January 15th	April 1-April 15	64
January 16th - February 15th	April 16-May 16	59
February 16th - March 15th	May 17- June 13	53
March 16th - April 15th	June 14- July 14	48
April 16th - May 15th	July 15- August 13	43
May 16th - June 15th	Aug 14-Sept.13	37
June 16th - July 15th	Sept. 14- Oct 13	32
July 16th - August 15th	Oct 14- Nov 13	27
August 16th - September 15th	Nov 14-Dec 14	21
September 16th - October 1	Dec 15- Dec 31	16
October 2nd - December 31st	Jan 1-March 31	64
<b>Eligible Non Union Part-time</b>		
Hired Between	Eligible on 91st Day Between	Paid Sick Leave Credited
January 1st - January 15th	April 1-April 15	40
January 16th - February 15th	April 16-May 16	37
February 16th - March 15th	May 17- June 13	33
March 16th - April 15th	June 14- July 14	30
April 16th - May 15th	July 15- August 13	27
May 16th - June 15th	Aug 14-Sept.13	23
June 16th - July 15th	Sept. 14- Oct 13	20
July 16th - August 15th	Oct 14- Nov 13	17
August 16th - September 15th	Nov 14-Dec 14	13
September 16th - October 1	Dec 15- Dec 31	10
October 2nd - December 31st	Jan 1-March 31	40

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 19, 2019.