

## PERSONNEL MANAGEMENT SYSTEM

SECTION: 800 - Leave Policies

POLICY NUMBER: 803

SUBJECT: **Sick Leave**

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EFFECTIVE DATE: 5/16/77

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### PURPOSE AND SCOPE

Paid sick leave days are provided to employees as a form of insurance to prevent the loss of pay while an employee is absent from work for personal illness or injury.

Paid sick leave days are intended to cover periods of temporary disability where return to work is anticipated.

It is the responsibility of each employee to be available a maximum number of workdays to efficiently and effectively perform the work for which he/she is employed. This requires minimizing the number of days an employee is not at work because of personal illness or injury.

Although unlimited accumulation of paid sick leave days is allowed, these days can only be used within the limits set out in this policy.

Abuse and excessive use of unapproved sick leave is grounds for disciplinary action.

### DEFINITIONS

Credited - Earned leave that is computed on the employee's record.

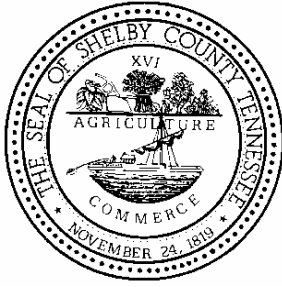
Accrual - Leave that is earned but not necessarily recorded on the employee's record.

Earned - Leave that an employee is legally entitled to whether it is recorded or not on the employee's record.

### ELIGIBILITY

All classified/unclassified permanent and durational full-time and part-time employees are eligible to earn, and can use, sick leave with the exception of the Chief Administrative Officer, County Attorney and Division Directors. **ELECTED OFFICIALS DO NOT EARN SICK LEAVE.**

Leave service credit, for the purpose of calculating leave accrual, includes all continuous or creditable work-time spent as a full-time or part-time permanent or durational employee.



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Leave service credit is also allowed for continuous permanent full-time service with the City of Memphis, the Shelby County District Attorney General's Office, Agricultural Extension Office or the Shelby County Headstart, Inc.\* immediately prior to hire by County Government. The leave accrual schedule in effect at the time of hire for new employees is used to figure future accrual. Any earned, but unused sick leave can be transferred with proper certification by the City of Memphis or District Attorney General's Office.

\*This provision only applies to employees of Shelby County Headstart, Inc. who were employees Shelby County Headstart when it was incorporated.

### SPECIAL IMPLEMENTATION RULE

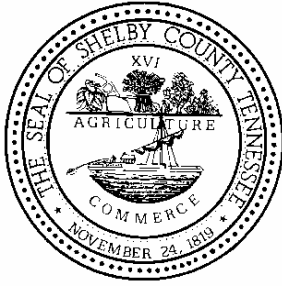
THOSE EMPLOYEES NOT PREVIOUSLY ELIGIBLE TO ACCRUE SICK LEAVE WILL BE GRANDFATHERED IN UNDER THIS POLICY AND CONTINUE TO USE LEAVE AS THEY WERE PRIOR TO THIS POLICY BEING APPROVED.

### USE OF SICK LEAVE

Sick leave benefits will commence on the first day of a temporary disability and can continue for up to twelve (12) months as long as sick leave credits remain and it is medically anticipated the employee will recover and be able to return to work within one (1) year of the date of initial absence, provided such leave is properly approved BY THE APPOINTING AUTHORITY. Regardless of the remaining amount of accrued sick leave, the temporary disability policy #808 will be followed after six (6) months of absence due to an illness or injury.

Generally, an employee will become eligible for sick leave:

1. When an employee is incapacitated by personal sickness or injury to the extent that he/she can not reasonably carry out his/her job responsibilities.
2. For routine medical, dental and optical diagnosis and/or treatment when non-work hour appointments are not possible and when prior approval has been given by the Appointing Authority or his/her designee.



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3. To make necessary provisions for the care of a sick member of an employee's immediate family and, when necessary, to care for that family member until other means of care are available. The employee's immediate family is defined as one of the following:
  - a. Spouse
  - b. Child, stepchild, or legally adopted child
  - c. Parent or step parent
  - d. Brother or sister
  - e. Any relative living in the home of the employee

A department head shall require an employee (who wishes to use accumulated sick leave for an immediate family member) to file, for department head approval, documentation supporting said leave if leave is for more than three (3) consecutive days or if said leave is for more than 20 days in a calendar year. The Human Resources Department shall provide the form to be used.

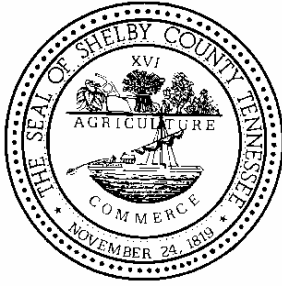
4. After exposure to a contagious disease, when certified by a qualified doctor that the employee may jeopardize the health of others.
5. For purposes of maternity leave.

Sick leave is to be used only after it is earned. Sick leave days are not to be credited or used in advance of earning.

Sick leave requires the written approval of the Appointing Authority or his/her designee using the County's Request for Leave Form.

### **SICK LEAVE PAY POLICIES**

UPON SUCCESSFUL COMPLETION OF NEW EMPLOYMENT PROBATION, all full-time and part-time permanent and durational employees shall be eligible UPON WRITTEN APPROVAL OF THE APPOINTING AUTHORITY OR HIS/HER DESIGNEE to receive pay and for sick absences to be charged against accumulated sick leave time. Unlimited accumulation of sick leave for permanent or durational employees begins from the first day of employment as outlined below:



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FOR EMPLOYEES HIRED BEFORE FEBRUARY 22, 1993, THE FOLLOWING SCHEDULE APPLIES:

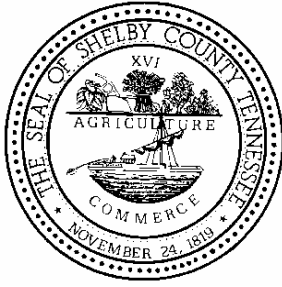
1. One (1) day for each month of service during the first five (5) years of service.
2. One and one-half (1 1/2) days for each month of service for the sixth (6th) year through the tenth (10th) year of service.
3. Two (2) days for each month of service for the eleventh (11th) year through the fourteenth (14th) year of service.
4. Two and one-half (2 1/2) days for each month of service for the fifteenth (15th) year and thereafter.

For employees hired on or after February 22, 1993, one (1) day of sick leave can be earned for each month of credited service through the 10th year, thereafter one and one-half (1 1/2) days of sick leave will be earned for each month of credited service.

For part-time PERMANENT AND DURATIONAL employees, sick leave accrual is calculated on a pro-rata basis.

FOR THE PURPOSE OF CALCULATING LEAVE CREDIT, credit includes all continuous work time spent as a FULL-TIME OR PART-TIME permanent or durational employee of the County. Continuous permanent service with the City of Memphis immediately prior to a direct transfer to County employment is also creditable. This does not include temporary service. This sick leave credit is relinquished once an employee terminates employment.

To prevent abuse of sick leave privileges, the APPOINTING AUTHORITY HAS THE RESPONSIBILITY TO ENSURE THE EMPLOYEE IS GENUINELY ILL BEFORE APPROVING ANY SICK LEAVE. Any absence may require a doctor's certificate THAT MAY REQUIRE SPECIFIC INFORMATION ABOUT THE ILLNESS, TREATMENT OR PROGNOSIS, and any absence in excess of three (3) work days shall require a doctor's certificate to return to work if in the opinion of the immediate supervisor such action is deemed appropriate.



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Each day deducted from an employee's sick leave accumulation shall be for regular workdays and shall not include holidays and scheduled off days.

Employees claiming sick leave while on annual leave must support their claim by a doctor's statement or other satisfactory proof.

When an employee is absent from work with or without pay for 51% (excluding days off on annual leave, bonus leave or compensatory time) of the available workdays in the month, no sick leave accumulates for that month.

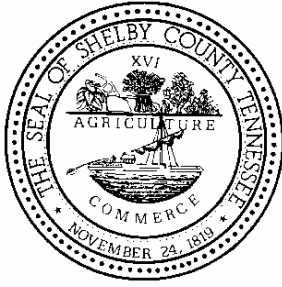
### **LONG-TERM SICK LEAVE PAY POLICY**

Regardless of accumulated leave, after 180 (calendar) days of sick/disability leave, all employees will go on the County's Disability Insurance Program and receive 60% of salary from the insurance provider. If unused sick leave remains, an employee can use one full day of sick leave for each day of absence to be eligible for the remaining 40% of pay. This portion of the employee's salary will be paid through the regular Shelby County payroll system.

### **SICK LEAVE PAYOUT AT RETIREMENT**

Any eligible employee who terminates and begins drawing a monthly retirement benefit from the Shelby County Retirement system and is covered by the Shelby County sick leave policy shall be compensated in pay for accumulated unused sick leave up to seventy-five (75) days.

The amount of payment for unused sick leave is calculated at the employee's rate of pay in effect on the payday preceding retirement, but is limited to a maximum base salary of not more than \$20,000 per year. Part-time employees are paid out on a pro-rata basis.



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All full-time and part-time regular employees are eligible for this benefit with the exception of the following groups:

1. All elected County officials, including those elected by any public body.
2. All employees whose pay has been based on grades 52 and above anytime during the last five (5) years of employment immediately preceding retirement.
3. Grandfathered employees who are promoted, reclassified or placed into grades 54 or above during the last five (5) years of employment immediately preceding retirement.