



Sick Leave

Revised 2/9/2016

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Sick leave will be granted to permanent full-time employees. Eligibility for sick leave begins with the date of full-time employment and accrues during the first pay period. It will continue to accrue at the end of each succeeding pay period. A full-time employee shall accrue sick leave at the rate of eight hours per month, regardless of years of service.

As the Library pays biweekly rather than monthly, the formula for the distribution of sick leave per pay period is as follows:

12 months per year/26 pay periods per year * 8 hours sick leave per month = 3.7 hours sick leave earned per pay period.

Part-time employees are not eligible for sick leave benefits.

Unused sick leave may be accumulated to a maximum of 480 hours.

If a staff member has exhausted his/her sick leave, he/she must then use previously earned vacation time for the duration of the illness. In the event that he/she needs or wishes more time after vacation time has been used, he/she may request leave without pay.

Examples for how sick leave may be used include, but are not necessarily limited to: illness of the staff member; illness in the immediate family which requires the presence of the staff member (immediate family includes parents, siblings, spouse, children, or a person living in the same household as a member of the family); pregnancy, childbirth, and maternity leave; and, an occasional visit to a doctor or dentist, when this visit cannot be arranged outside working hours.

Sick leave may be utilized in increments of not less than 15 minutes. Increments of less than 15 minutes will be counted as 15 minutes.

When using sick leave, the staff member is required to notify or have a family member notify his/her supervisor of the absence as early as possible on the day(s) of occurrence. The Administration may request a note from a qualified medical office from employees missing three or more consecutive days of work.

Suspected abuse of the sick leave privilege may result in the requirement of a doctor's certificate for all illnesses.

Sick leave will accrue when an employee is on vacation, personal, or sick leave; however, it will not accrue while an employee is on unpaid leave of absence or on paid leave through the disability program.

Conversion of Sick Leave

A full-time employee, in good standing, who has 20 or more years working for the library system upon leaving the library system, will have their choice of taking a onetime payment of cash, or converting that time into additional service time towards their retirement payment. In order to qualify for either payment, the employee must have a balance of more than 200 hours sick time accumulated. Both choices of payment will be for 50% of unused sick time.

Donation of Sick Leave

The Library recognizes that employees may have a health emergency or crisis that causes them to need time off in excess of their available sick leave.

All eligible employees are allowed to donate sick leave from their unused balance to another employee who has exhausted his or her entire balance of accrued sick and personal leave. Employees who donate sick leave must have sufficient leave in their balance and are not permitted to exhaust their own balances through the donation process. Employees cannot borrow against future accrued sick leave to donate.