



## OMD Operational Administrative Policy - Sick Leave

DRAFT for MCB Review and Approval 7/11/2017, Effective 8/1/2017; New Policy Issuance; Review Before 9/2019

Sick leave for MCB/OMD employees may and/or must be used in the following situations:

1. Concurrently with approved FMLA leave for any of the qualifying reasons stated thereunder (see FMLA leave policy). Any accrued but unused sick leave must be used concurrently with approved FMLA leave. When used in this manner, available sick leave serves to convert unpaid approved FMLA leave to paid leave.
2. When employees or employees' immediate family are otherwise incapacitated by sickness or injury or medical conditions that are not eligible for FMLA coverage. For purposes of this section, "immediate family" shall be defined as a parent of the employee, spouse, child or "step" relationship, or has legal responsibility within these relationships.

Sick leave for permanent full-time employees is accrued at the rate of eight (8) hours per month. Sick leave for permanent part-time employees is accrued following each calendar month of service as follows:

Hours Worked in Month	Sick Leave Accrued For the Month
Less than 69 hours	0 hours
70 – 103 hours	3.2 hours
104 – 138 hours	4.8 hours
139 – 160 hours	6.4 hours
160 or more hours	8.0 hours

Accrued sick leave shall not be paid to an employee upon separation.

Temporary employees are not eligible for sick leave and service as a temporary employee shall not be used to determine sick leave accrual.

If an employee is eligible for FMLA leave and the employee's sickness is a qualifying event under FMLA (see FMLA policy herein), then the employee must use any accrued sick leave concurrently with FMLA leave.

Sick leave used shall not exceed the total amount accrued to the employee at the time of absence i.e., sick leave cannot be "borrowed" against expected future accruals. If all sick leave has been expended and the employee has been in a permanent status for six months, vacation may be used for extended illness. If an employee is FMLA eligible and the employee's own sickness or illness is a qualifying event thereunder, extended sick leave shall be subject to the FMLA leave policy set forth elsewhere herein.



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Leave without pay may be granted for sickness extending beyond the amount of accrued sick leave in compliance with the FMLA leave policy stated elsewhere herein. After each thirty (30) days during such extended leave, or at other time intervals as may be required by the Medical Director(s), the employee shall present to the MCB/OMD Executive Assistant a doctor's statement of continued inability to perform normal duties. During such extended leave, no vacation or sick leave will be accrued. Additionally, the employee must pay any premiums which would normally be deducted from pay by the first of each month while on such extended leave to keep that insurance coverage in force as may be allowed in the policy (employees on extended leave should check the insurance policy currently in effect to make sure they meet all eligibility requirements in addition to payment of the premium).

An employee may accrue a maximum of 1,200 hours (150 working days) of sick leave.

Sick leave accrued in excess of 960 hours (120 working days) may be converted to vacation leave provided the total accrued vacation leave does not exceed the maximum allowed under "Vacation Leave" provisions. The conversion ratio shall be 8 hours (1 working day) of vacation for 8 hours (1 working day) of sick leave.

Upon retirement (age 55 or older) or death, employees with at least one hundred and twenty (120) days of accrued sick leave shall receive payment for accrued sick leave at a rate of one (1) day of pay for every three (3) days of sick leave up to a maximum of forty (40) days of pay.