



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Sick Leave	<b>APPROVAL DATE</b> 5/5/1988
<b>SECTION</b> Time Off/Leaves of Absence	<b>REVISION DATE</b> 7/1/2003

Sick Leave shall be accumulated and earned by regular full time and part time status employees, according to the number of hours worked in increments of 50%, 75%, and 100%, based upon full-time status accruals. This policy applies to employees whose work schedules change.

### Monthly Accrual Rates:

- Full-Time - 10 hours
- 75% of Full-Time – 7.5 hours
- 50% of Full-Time – 5 hours
- Less than 50% - 0 hours per month

### Authorized Use

Accrued sick leave may be used during scheduled work hours when an employee is incapacitated by illness or injury; for pregnancy, childbirth, or related medical or mental health conditions; for medical, dental, optical or mental health examinations or treatment; for illness or injury of a parent, spouse, or child, or when an employee has been exposed to a contagious disease requiring quarantine. If an employee reports to work ill or injured, the Elected Official, Department Director or Manager shall have the authority to send the employee home with that day charged against his/her sick leave.

### Notice and Documentation

Employees requesting sick leave shall notify their immediate supervisor as soon as possible of any absence or anticipated absence, at least within 15 minutes of the beginning of a shift. If such notification is not given, the absence may be charged to sick leave, vacation leave or leave without pay. Medical certificates may be required by the Elected Official, Department Director or Manager for any absence chargeable to sick leave.

### Availability

Sick Leave hours are accrued at the end of each month, and may not be used before accrual.

### Compensation

While on sick leave, pay shall be calculated based on the employee's current pay rate.

### Maximum Accrual

Regular Status 100% FTE Employees may carry forward a balance of sick leave hours not to exceed 800 hours, 75% FTE Employees not to exceed 600 hours, and 50% FTE Employees not to exceed 400 hours, at the end of each calendar year.

### Sick Leave Conversion



## LARAMIE COUNTY GOVERNMENT

<b>TITLE</b> Sick Leave	<b>APPROVAL DATE</b> 5/5/1988
<b>SECTION</b> Time Off/Leaves of Absence	<b>REVISION DATE</b> 7/1/2003

Regular Status 100% FTE Employees with 200 or more sick leave hours as recorded after the last pay period in October may convert up to 24 hours of sick leave to vacation leave. Sick Leave conversion is processed in the first pay period in January, using the accrual balance as of November 1<sup>st</sup>. The remaining accrual balance after conversion may be more or less than 200 hours. A 75% Regular Status Employee with 150 or more sick hours may convert up to 18 hours. The remaining accrual balance after conversion may be less than 150 hours. A 50% Regular Status Employee with 100 or more sick hours may convert up to 12 hours. The remaining accrual balance after conversion may be less than 100 hours.

Vacation conversions are processed prior to Sick Leave conversions.

### Workers' Compensation

In the event of absence resulting from an injury compensable under the Workers' Compensation Act, the employee may receive sick leave benefits. Please refer to the Workers Compensation Policy for more information.

### Return to Work

An employee returning to work after a sick leave absence or any absence due to illness or injury may be required to provide a physician's release stating whether or not he/she may perform the essential functions of the position.