

## Proposed Revision: 6.3 Sick Time

A. Applicability - this policy applies to:

	Yes		Yes		Yes
County Manager, Tax Collector, Tax Assessor, County Attorney, Clerk to the Board	✓	FT/PT Benefited Probationary	✓	Employees of Sheriff's Office	✓
Directors of Health, Social Services, Elections, and Soil and Water	✓	FT/PT Benefited Non-Probationary	✓	Employees of Register of Deeds Office	✓
Sheriff and Register of Deeds	✓	PT, Seasonal, Temporary		Employees of Board of Elections Office	✓

- B. Sick leave with pay is not a right which an employee may demand but a privilege granted by the Commissioners for the benefit of the employee when sick.
- C. Full-time and part-time benefited employees accrue sick leave at a rate of .0462 per regular hour worked with a maximum of 3.696 hours per pay period, 12 days per year. Sick leave does not accrue while an employee is on leave without pay (LWOP) for any reason, including worker's compensation.
- D. There is no maximum accumulation of sick leave.
- E. Employees who are sick and have no sick leave available to cover their absence are not entitled to utilize other types of leave to cover their absence unless they are on an approved leave of absence.
- F. A Department Director and/or their designee, with the approval of the Human Resources Director, may advance **a maximum of eighty (80) hours of sick leave to benefited employees who have exhausted all other leave balances as follows:**
1. **~~(To vested employees having five years of service with the County) who are on an approved leave due to illness not to exceed the amount an employee can accumulate during the current calendar year;~~**
  2. **To employees who are effected by a pandemic as follows:**
    - a) **The employee has been instructed by a physician or healthcare professional to isolate or quarantine due to illness or exposure.**
    - b) **The employee is taking care of an immediate family member who has been instructed by a physician or healthcare professional to isolate or quarantine due to illness or exposure.**
    - c) **The employee is experiencing severe complications as a result of becoming ill from the pandemic (such as extended hospitalization or disability).**
- G. Scheduled medical appointments are not considered a sudden illness and require approval in advance to attend. Requests for leave for medical appointments should be submitted to the Department Director and/or their designee as soon as the appointment is made. Failure to do so may result in the denial of the request.
- H. Notification of a sudden illness should be submitted to the employee's supervisor prior to the leave, or no later than one (1) hour after the beginning of a scheduled workday. Such notice shall include the nature of the absence and the expected duration. If employees cannot call, they should have someone else call for them so that arrangements can be made to cover their jobs. However the responsibility of calling lies with the employee.
- I. If employees are sick for several days and they are not on an approved leave of absence or FMLA, they are responsible for keeping their supervisor informed on a daily basis unless



other arrangements have been made with the supervisor. They should inform their supervisor of the approximate date they expect to return to work. The Department Director and/or their designee may require a note from the doctor for extended illnesses or in cases where the employee is suspected of abusing leave.

- J. As a public employer and adherence to the principles of public accountability, an employee's pay may be docked by the number of hours not worked and the employee may be disciplined when sick leave or any applicable leave is excessive or exhausted and the employee is not on an approved leave of absence in accordance with [9.1 Attendance](#).
- K. Regularly scheduled days off cannot be used as paid sick leave.
- L. Sick leave may not be used to augment workers compensation payments, except for the first seven calendar days an employee is out due to a work-related injury or illness.
- M. Attendance records are reviewed periodically to determine the extent of absences due to illness. Employees with excessive absences will be interviewed by the individual's Department Director and/or their designee, who may request a doctor's statement in order to verify the employee's state of health. A person whose health prevents that individual from fulfilling the requirements of the job may be placed on leave of absence by the Human Resources Director until the individual's health improves or may be transferred to a job that person can perform.
- N. Employees should report to their supervisor if they become ill on the job. If it is necessary for employees to go home, they must advise their supervisor or Department Director and/or their designee before leaving. Failure to do so may result in docked pay instead of deductions from accrued sick leave.
- O. A Department Director and/or their designee, with the approval of the Human Resources Director and/or their designee, may send an employee home when their illness presents the possibility of infecting other employees or poses a safety threat to themselves or others. If the employee has sick leave available, it shall be used for this purpose. Where the employee's absence in this case is involuntary, the employee may be allowed to use other available leave time if sick leave has been exhausted. If all leave balances are exhausted, the employee may be fronted sick time with the approval of the Human Resources Director (if eligible in accordance this policy), or the employee's pay may be docked. The employee shall not be allowed to return to work without clearance by a medical professional.
- P. Sick leave may also be used for medical appointments, illness or injury, temporary disability due to childbirth, or to care for a sick member of immediate family.
- Q. Definition of immediate family member:

Spouse	Parent (Mother/Father)	Child (Daughter/Son)	Brother/Sister	Grand/Great	Dependents
Husband Wife	Biological Adoptive Step Loco Parentis* In-Law	Biological Adoptive Foster Step Legal Ward Loco Parentis* In-law	Biological Adoptive Step Half In-Law	Parent Child Step In-Law	Living in the employee's household

\*A person who is in the position or place of a parent



- R. Also included are individuals who stood in loco parentis to the employee when the employee was a child and to a child in which the employee stands in loco parentis. Utilization of this type of leave may require verification from a doctor that the employee's presence is needed to care for the family member.
- S. Death in the immediate family as defined above, maximum of five days.
- T. In computing wages, sick leave time will be computed at regular pay and will be excluded from calculating overtime. Sick leave may only be used to receive pay up to the employee's regularly scheduled work week and cannot be used to increase the employee's pay.
- U. At the time of an employee's separation, any sick leave owed to the County shall be deducted from the employee's final compensation.
- V. After the last payroll of the calendar year is processed in December, a County employee with accrued annual vacation in excess of thirty (30) days or two hundred forty (240) hours will have those excess vacation hours converted to sick leave.
- W. One month of retirement credit is allowed for each twenty (20) days accrued in an employee's sick leave account at the time of retirement to employees who are members of the North Carolina Local Governmental Employee's Retirement System (LGERS), provided an application for retirement is made within twelve (12) months of leaving employment.
- X. The County will accept a transfer of unused sick leave from another local or state government employer as long as the unused balance is not more than 3 years old. We will accept all unused sick leave that was not paid to the employee. A letter must be received from the previous employer stating the amount of sick leave to be transferred.
- Y. The County will transfer any unused sick leave to another employer who will accept the transfer, as requested by the employee terminating employment, within 3 years of separation from employment. Unused sick leave will not be paid to the employee upon termination of employment.
- Z. Employees who are out of work under the provisions of the sick leave policy are prohibited from engaging in any outside employment during the period of leave.

*Approved 11-4-19*