

## TRUMBULL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

### Policy

### Section 5.16

#### SICK LEAVE

1. An employee may request sick leave for the following reasons:
  - a. Illness, injury, or pregnancy-related medical condition.
  - b. Exposure of an employee to a contagious disease which could be communicated to and jeopardize the health of other employees.
  - c. Examination of the employee, including medical, psychological, dental, or optical examination, by an appropriate practitioner.
  - d. Bereavement for the death of a member of the employee's immediate family.
  - e. Illness, injury, or pregnancy-related medical condition of a member of the employee's immediate family where the employee's presence is reasonably necessary for the health and welfare of the employee or affected family member.
  - f. Examination, including medical, psychological, dental, or optical examination, of a member of the employee's immediate family by an appropriate practitioner, where the employee's presence is reasonably necessary.

Definition of immediate family for other than bereavement in sub-section d above includes: Spouse, mother, father, son, daughter, grandparent, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister, brother, sister-in-law, brother-in-law, and a legal guardian or loco parentis (person standing in place of parent). For the purposes of this Article "en loco parentis" and "Legal Guardian" are defined as an adult with the legal authority, and who without monetary compensation, acts as the parent of a minor child who is living in the same household.

2. At management's discretion, a certificate stating the nature of the illness from a licensed physician may be required to justify the use of sick leave.
3. When sick leave is requested to care for a member of the immediate family, the supervisor may require a physician's statement to the effect that the presence of the employee is necessary to care for the ill member of the immediate family.
4. The Superintendent maintains the right to investigate any employee's absence.
5. Sick leave credit shall be earned using a formula that provides fifteen (15) days of sick leave per year. Active pay status may be defined as hours worked, hours on vacation, hours on holiday leave, and hours on paid sick leave.

6. Part-time, temporary and seasonal employees accrue sick leave on a basis proportionate to the hours paid each pay period. Seasonal employees do not accrue sick leave during the months they are not scheduled to work.
7. The amount of sick leave time any one employee may accrue is unlimited.
8. Sick leave shall be charged in minimum amounts of one-quarter hour.
9. Employees absent on sick leave shall be paid at the same hourly, daily, or bi-weekly rate as when they are working.
10. An employee requesting sick leave shall inform his or her immediate supervisor or other designated person of the fact and the reason within one-half hour after his or her scheduled starting time. Subsequent notification beyond the first day of absence will be governed by the nature of the circumstances and the requirements established by the Superintendent. Failure to do so may result in denial of sick leave for the period of absence. The employee will submit to such medical examination, nursing visit or other inquiry which the Superintendent deems necessary.
11. Vacation leave may be used for sick leave purposes, at the employee's request and the approval of the Superintendent, after sick leave is exhausted. Employees who have exhausted all sick leave and vacation leave credits may, at the discretion of the Superintendent, be granted a personal leave of absence without pay for a period not to exceed six months. Illnesses exceeding six months will be considered Disability Leave.
12. The Appointing Authority shall be responsible for maintaining records of sick leave for each of their employees. An employee fraudulently obtaining sick leave, or anyone found falsifying sick leave records shall be subject to disciplinary action.
13. Altering a physician's certificate or falsification of a written, signed statement shall be grounds for immediate dismissal.
14. Employees who transfer between County departments or agencies, or from another public agency, or who are re-appointed or reinstated, will be credited with the unused balance of accumulated sick leave credit up to the maximum sick leave accumulation permitted in the public agency to which the employee transfers provided the time between separation, re-appointment or transfer does not exceed ten (10) years. The words "public agency" as used above include the State, Counties, municipalities, all Boards of Education, libraries, townships, etc. within the State.

Adopted: 6/24/85  
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