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**DOUGLAS COUNTY ADMINISTRATIVE  
POLICIES AND PROCEDURES**

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**EFFECTIVE DATE:** 01/20/00  
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06/05/03, 08/08/04, 10/19/06, 11/03/11,  
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**LAST REVIEWED:** 01/04/24  
**AUTHORITY:** BOC  
**COUNTY MANAGER:** JRD  
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**SUBJECT: SICK LEAVE PROGRAM**

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- I. PURPOSE:** To provide policy and procedures regarding sick leave accrual, eligibility, and usage.
- II. POLICY:** The County has established a sick leave program to provide regular employees paid time off if unable to work due to personal illness, injury, doctor's appointment, bereavement leave, and/or to care for an immediate family member when ill. Sick leave pay for regular full-time and part-time employees will consist of the employee's regular rate of pay for the period of leave. The established sick leave accrual year is the calendar year, January 1 through December 31, each year. For the purposes of this section, "immediate family" shall be defined as the employee's parents, spouse, domestic partner, children, brothers, sisters, grandparents, grandchildren, father-in-law, mother-in-law, stepparents, and stepchildren.
- III. PROCEDURE:**
- A. ELIGIBILITY:**
1. Regular employees, not covered by a bargaining unit, who are employed on a continuous full-time schedule, shall accrue sick leave at an annual rate of 96 hours.
  2. Regular part-time employees working 21 hours a week or more shall earn sick leave hours at a pro-rated amount based on the number of hours worked.
  3. Employees may accrue sick leave hours to a maximum total accumulation of 800 hours. Employees who have 800 hours of sick leave accrued as of January 1 of each calendar year will accrue an additional 96 hours during the calendar year, which may be used when accrued during the calendar year. Any unused hours will be removed as of December 31 of the calendar year.
  4. Employees working less than 20 hours per week, and staff hired on an intermittent, seasonal, temporary or emergency basis do not accrue sick leave hours.
- B. AUTHORIZED USE OF HOURS:**
1. An employee is entitled to use sick leave hours if such absence is the

result of:

- Personal illness, injury or physical incapacitation due to a medical condition.
  - Sickness of an immediate family member.
  - Involuntary or enforced quarantine.
  - A required personal or immediate family member's medical, psychological, optometry or dental service, appointment or examination.
  - Compliance with counseling or treatment through the employee assistance program
2. A death in the immediate family.
  3. Sick leave granted because of a death in the immediate family shall not exceed five days (40 hour a week employees for non-bargaining unit employees unless other arrangements have been authorized by the appointing authority.
  4. An employee who is collecting worker's compensation temporary disability benefits as a result of an on the job injury may use accrued sick leave benefits to supplement such payments in an amount sufficient to equal the employee's regular rate of pay during the period of temporary disability.
  5. The appointing authority may approve sick leave only after having ascertained that the absence was for an authorized reason. For absences in excess of 3 consecutive work shifts, or for cases of excessive utilization or suspected abuse, the appointing authority may require that the employee submit substantiating evidence, which may include but is not limited to, a certificate from a provider of health care describing the reason of the need for the absence or an examination by a physician selected by the County. "Provider of health care" shall be a duly licensed doctor of medicine.
  6. No sick leave shall be given to an employee in excess of the amount earned and available to the employee. If eligible, an employee may apply for HELP leave hours through their collective bargaining agreement or the HELP Policy.
  7. Earned sick leave hours must be exhausted prior to taking an unpaid medical leave of absence.
  8. An extended sick leave may be classified as Family Medical Leave hours if the leave meets the requirements of that policy.
  9. It is the responsibility of the Department Head/Elected Official or designated supervisor to ensure the provisions of this policy are adhered to. Corrective and/or disciplinary action shall be taken in instances of abuse or misrepresentation of the utilization of sick leave in consultation with the Human Resources Department and District Attorney's office. Department Heads/Elected Officials or supervisors are responsible for ensuring that any sick leave utilized is accurately reflected on the time sheets.

C. NOTIFICATION REQUIREMENTS:

1. If utilizing sick leave, an employee must notify his/her Department Head or designated supervisor as soon as possible, but preferably no later than within one hour of the beginning of the scheduled work shift. Failure to provide reasonable notification may result in denial of such leave pay. The employee

is also responsible for letting the supervisor know when he/she expects to return to work.

2. An employee who is on sick leave shall keep his/her supervisor advised as to condition and expected date of return to duty.

D. **MAXIMUM ACCRUAL CAP PROVISIONS:**

1. Non-contract unit employees whose sick leave bank balance is at the 800-hour maximum accrual cap as of January 1 of each calendar year shall continue to accrue hours at the normal rate for utilization only during that year. Any unused balance of the annual 88 hours accrued as of the last full pay period in the calendar year shall be deleted from the employee's account.

E. **TERMINATION OF EMPLOYMENT:**

1. Sick Leave Payout: Employees who are not part of a bargaining unit with a sick leave bank balance of 300 hours or more and a minimum of fifteen consecutive years in County employment shall be compensated up to a maximum of 800 hours at the rate of 50% of their current normal hourly rate for all hours of accrued, but unused, sick leave when they terminate from County employment. An additional 5% in compensation shall be paid upon termination of employment for each year of service over fifteen years to a maximum of 100%. No employee shall be entitled to receive the compensation provided for by this section for accrued sick leave until she/he has served a minimum of fifteen consecutive years in County employment. Payment pursuant to the section will be based on the employee's accrued, but unused, sick leave balance on the date they separate from County employment.

**IV. RESPONSIBILITY FOR REVIEW:** The Internal Review Committee will review this policy as needed or at least once every 5 years.