

TOWN OF CONCORD
Personnel Policy and Procedure #11

Administration of Sick Leave

Date Issued: August 11, 1992
Supersedes PPP #11-8, entitled "Leave for Medical Appointments," dated 5/82

Purpose and Scope

The purpose of this document is to establish policies and procedures for the administration of Section 11 of the Personnel Bylaws regarding sick leave. It shall apply to all sick leave granted to regular employees. Employees subject to collective bargaining agreements with the Town are subject only to those provisions of this PPP which are not covered by their collective bargaining agreement.

Accrual

Full-time employees assigned to a 40 hour/week position shall accrue 8 hours of sick leave per month. Full-time employees assigned to a 37.5 hour/week position shall accrue 7.5 hours of sick leave per month.

Regular, part-time employees shall accrue sick leave on a prorated basis in proportion to the percentage of full-time hours worked. (See PPP 36)

The accrual and use of sick leave shall be recorded each month on the employee's leave form. Sick leave is earned and available for use at the end of each calendar month, after a full calendar month of service. No sick leave shall be granted to an employee in advance of his/her accrual of such leave. (Example: If an employee has no accrued sick leave at the end of March and is absent due to illness on April 20, no sick leave shall be paid for that absence because the April accrual of sick leave is not available until May 1.)

Use of Sick Leave for Personal Illness or Injury

Section 11 of the Personnel Bylaws states: "*Sick leave is generally granted to employees for protection against loss of pay due to their own personal illness or injury.*" This means that sick leave may be used by an employee when he/she is physically unable to perform the duties of his/her position due to personal illness or injury or may jeopardize the health of others in the workplace due to exposure to contagious disease.

If an employee is absent due to illness or injury and has no accrued sick leave, the absence may be charged, at the employee's option, to any personal leave or vacation leave accrued by that employee, or the employee may be placed on unpaid leave in accordance with PPP 18.

Whenever possible, employees should make medical and dental appointments during non-working hours, or try to adjust their work day or workweek to offset such appointments. Sick leave may ~~not~~ be used by an employee for medical/dental appointments that are for regular, preventative care (e.g., annual physicals, routine preventative tests, dental cleanings, regular eye exams, etc.) However, sick leave may be used for medical/dental appointments for existing medical conditions, diseases, or problems (e.g., pregnancy, hypertension, injuries, pain, flu and colds, dental fillings, etc.).

Personnel Bylaw was revised to allow sick for medical appointments, but policy didn't get updated. *W. Wiley*

Sick leave may be taken in partial or whole days.

Family Sick Leave

Section 11 of the Personnel Bylaws states: ". . . up to five (5) sick days per fiscal year may be used by an employee when his/her personal attendance is necessary during the illness or injury of an immediate family member. Use of more than five (5) days of an employee's accumulated sick leave for the purpose of caring for a family member may be approved by the Town Manager in the event of serious, long-term illness or injury."

(See PPP #11.2-1 for the definition of "immediate family member" for purposes of family sick leave.)

Requests for use of more than 5 days of sick leave for the purpose of caring for a family member must be submitted by an employee in writing to his/her department head. Such request must state the reasons for, and approximate length of the leave requested. The department head shall forward the request with his/her comments and recommendation to the Town Manager.

Sick leave may be used for the medical/dental appointments of immediate family members for existing medical conditions, diseases or problems; but not for regular, preventative care.

Notification

An employee who wishes to use accumulated sick leave must contact the work location and speak directly to his/her immediate supervisor (or that supervisor's designee) as early as possible on the day of the absence. Such contact must be made personally by the employee and not by another individual, unless the employee is physically unable to do so. Such contact must also be repeated on each day of absence unless other arrangements are made between the employee and supervisor.

Failure of an employee to provide such notification may be sufficient grounds to deny the use of sick leave even if the employee is genuinely ill or injured. The employee will be granted the opportunity to provide a satisfactory explanation as to why he/she did not provide the required notification in a timely manner.

Medical Certification

Section 11 of the Personnel Bylaw states: "*Department heads may, at their discretion, require medical certification of any illness or injury for which sick leave is used.*"

Whenever possible, the employee will be notified of a medical certification requirement during the requested sick leave absence, so the employee (or family member) can arrange to see a licensed health care practitioner as soon as possible. The requirement may, however, be made after the employee returns to work.

Medical certification may also be required by a department head prior to an employee's return to work after an extended illness or injury to ensure that the employee is physically capable of returning to work.

All medical certifications must include a statement from the physician explaining the incapacity and the estimated time for which the employee will be unable to work or for which the family

member will require care. The Town will not be responsible for any costs associated with obtaining such medical certifications.

Failure to present such required medical certifications shall result in denial of the requested sick leave. Repeated failures to provide such certifications may result in disciplinary action.