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Please see below.

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## ARTICLE 40

### **Sick Leave**

#### **Section 1 – General**

Employees will earn sick leave in accordance with applicable statutes and regulations.

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## Section 2 – Approval

- A. Earned sick leave will be granted when an employee:
1. requests advance approval for medical, dental, or optical examination or treatment;
  2. is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth;
  3. is required to give care and attendance to a member of his/her immediate family afflicted with a contagious disease, or would jeopardize the health of others because of exposure to a contagious disease. A contagious disease is a disease ruled to be subject to a quarantine, requiring isolation of the patient, or requiring restriction of movement by the patient for a specified period of time as prescribed by the local health authorities having jurisdiction.
  4. provides care for a family member who is incapacitated by a medical or mental health condition or attends to a family member receiving medical, dental, or optical examination or treatment;
  5. provides care for a family member with a serious health condition;
  6. makes arrangements necessitated by the death of a family member or attends the funeral of a family member; or
  7. must be absent from duty for purposes relating to adoption of a child, including appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

## Section 3 – Use of Sick Leave

- A. When an employee in the unit is unable to report for duty because of illness or injury, notification must be given to the appropriate supervisor as soon as possible, normally no later than 10:00 A.M. If the immediate supervisor is not available when the employee calls in to request sick leave the employee will leave a message and a phone number where he or she may be reached, if necessary. It is the responsibility of the employee to keep the supervisor advised if their sick leave will extend beyond their original request.

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- B. Sick leave may be used in increments of fifteen (15) minutes (.25 hours).
  - C. A period of absence on sick leave in excess of three (3) consecutive workdays must ordinarily be supported by a medical certificate indicating the employee was under a health care provider's care. However, if the circumstances surrounding the employee's absence indicate that the services of a health care provider were not available or required, the employee's written statement may be accepted in lieu of a medical certificate.
  - D. Upon request and the presentation of a medical certificate, sick leave should normally be advanced to permanent employees in the bargaining unit, not to exceed thirty (30) days, for cases of serious illness or injury and when the employee's absence extends beyond three (3) consecutive days. However, no advance sick leave will be made to employees for whom future accrual of sick leave is doubtful.

#### **Section 4 - Charge to Annual Leave**

An approved absence which would otherwise be chargeable to sick leave may be charged to annual leave if requested by the employee and approved by Management.