

7.3 Sick Leave:

Employees who are eligible for full benefits (see policy 3) shall accrue sick leave at a rate of one (1) sick leave day per month for a total of twelve (12) days per year. A maximum of 960 hours may be accrued, with the exception of police personnel, who may accrue 1200 hours total.

Employees on leaves of absence without pay or suspensions without pay who are absent for a full pay period do not accrue sick leave benefits. Sick leave benefits shall be paid at the employee's regular rate of pay at the time the leave is taken.

An employee absent from work due to illness or disability shall notify his/her immediate supervisor or department head before scheduled to work, or as soon as possible if an emergency situation exists, and indicate the nature of the illness or disability and the expected length of absence. Failure to report an illness in a timely manner may be cause to consider the absence as unauthorized and without pay.

An employee may use sick leave for illness of a member of the employee's immediate family. Family sick leave is limited to five (5) working days or 40 hours per year. Immediate family is to include only spouses, **children, and parents. For this purpose, children are to include biological, adopted, foster, and stepchildren as well as a legal ward or child above the age of 18 that is incapable of self-care due to mental or physical disability.**

After three (3) days of continuous sick leave, medical doctor approval may be necessary to prove that a legitimate illness exists. However, the immediate supervisor or department head may request a physician's statement concerning such absence at any time.

Any employee found to have abused their sick leave privileges may be subject to disciplinary action.