

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Sick Leave
POLICY NUMBER: 2040
ADOPTED: September 23, 2002
REVIEWED: February 3, 2015, April 14, 2015
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2040.10 Sick Leave Benefit

In order to minimize the economic hardships that may result from an unexpected short-term injury or illness to an employee, immediate family member, or legal dependent, the District provides sick benefits to regular full-time employees. Sick leave is available in the following situations: (1) in cases of actual illness or injury of an employee or the employee's immediate family or legal dependents; or (2) in those cases in which an employee is taking an approved leave of absence, including approved Family Care and Medical Leave. Probationary employees earn sick leave credits at the same rate as non-probationary employees.

2040.20 Paid Sick Leave

Regular full-time employees of the District shall be entitled to sick leave with pay in the amount of 4.62 hours accrued for each pay period of continuous full-time service beginning with the first month of employment. These benefits are earned on a pro-rata basis for each completed calendar month of service. In other words, each regular full-time employee is entitled to 4.62 hours of sick leave for each pay period of employment during each calendar year. Temporary, Part Time or Seasonal Employees, who work 30 or more days in a year shall be entitled to paid sick leave. Sick leave for eligible Temporary, Part Time or Seasonal Employees shall accrue at the rate of one (1) hour for every thirty (30) hours worked. Independent Contractors and consultants are not eligible for sick leave benefits.

2040.30 Special Limitations on Sick Leave

2040.31 If an employee's illness or disability lasts more than seven (7) calendar days, or if an employee is hospitalized before the eighth day of an absence, the employee may be asked to apply for State Disability Insurance (SDI) benefits as a condition of being eligible to receive sick leave benefits, if appropriate. In the sole discretion of the General Manager, sick leave benefits may be withheld from any employee who fails to apply for SDI benefits when required to do so. Accrued sick leave benefits will be used to supplement SDI benefits only to the extent necessary to provide a combination of sick leave and SDI benefits equal to the employee's straight time compensation immediately before beginning of the illness or disability. Upon request the District shall assist the employee in filing for SDI Benefits.

2040.32 An employee receiving Worker's Compensation benefits may request that accrued sick leave benefits be used to supplement Worker's Compensation benefits to the extent necessary to provide a combination of sick leave and Worker's Compensation benefits equal to the employee's straight time compensation immediately before the beginning of the Worker's Compensation illness or disability. The District will assist an employee in filing for Worker's Compensation benefits.

2040.40 Ceiling on Sick Leave Benefits

2040.41 Regular full-time employees shall accrue sick leave at the rate of 4.62 hours per pay period with no cap on the number of sick leave hours that an employee may accumulate. Temporary, Part Time or Seasonal Employees shall accrue sick leave at the rate of one (1) hour for every thirty (30) hours worked and will be capped at 6 days or 48 hours.

2040.42 An employee separating from employment shall not be reimbursed for unused sick leave.

2040.43 Once an employee has exhausted available sick leave, no further leave with pay shall be granted until further sick leave is accrued, unless a special case extension is granted. A special extension may be granted on a case-by-case basis in the sole discretion of the General Manger and may be granted only when an employee has fully exhausted accrued sick leave, and the extension is necessary for a specified period of time under difficult and unusual circumstances.

2040.50 Statement of Physician

The District, through the General Manager, reserves the right to require a satisfactory statement of a licensed physician whenever an employee misses work due to an illness, injury or disability of the employee, or under any conditions justifying Family Care and Medical Leave. The employee may be asked to provide a physician's statement that verifies the nature of the illness, injury or disability, its beginning and ending dates, and/or the employee's ability to return to work without endangering his/her own safety or the safety of others. When requested, such verification and releases may be a condition to receiving sick leave benefits or returning to work. The General Manager may request such a statement in all situations where it is determined that such a statement is warranted.

2040.60 Sick Leave Procedure

2040.61 Employees who are unable to report to work due to personal, dependent, family or spousal illness or injury, or any other qualifying reason for Family Care and Medical Leave, should contact office staff or the General Manager as soon as possible and, if feasible, no later than their normal starting time. If an employee becomes sick during the day, the office staff or the General Manager should be notified if feasible before the employee leaves work. Failure to follow these procedures may result in treatment of the time as an unexcused absence.

2040.62 Probationary Employees shall not be entitled to use accrued sick leave until they have completed three (3) months of employment. Temporary, Part Time or Seasonal Employees shall be limited to the use of no more than 24 hours or 3 days in each year.