
LAURENS COUNTY LAW ENFORCEMENT CENTER

STANDARD OPERATING PROCEDURES

SOP# A-060

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SUBJECT: **SICK LEAVE**

INDEX AS: SICK LEAVE

EFFECTIVE DATE: 4/20/2005

REVISED DATE:

I. **PURPOSE:**

To allow all permanent full-time employees of Laurens County to be eligible to use accumulated sick and special leave.

II. **SCOPE:**

This policy applies to all members of the Laurens County Law Enforcement Center.

III. **SICK AND SPECIAL LEAVE:**

Sick and special leave with pay shall be granted at the employees request for the following reasons: Personal illness or physical incapacity resulting from an off-duty accident, illness or pregnancy/delivery/post partum care, enforced quarantine of the employee in accordance with health laws or regulation, to keep a doctor's or dentist's appointment if an appointment cannot be scheduled at other than work hours, disabling illness, accident or hospitalization of a member of the employee's immediate family occupying the same residence, critical illness of certain members of the employee's family not residing in the same residence, or to attend the funeral of certain members of an employee's family as hereinafter may be outlined.

- A. **EMPLOYEE'S OPTION:** Each employee eligible under sick and special leave policy may choose whether or not to use accumulated sick leave for any eligible absence. The Sheriff will authorize payment of sick and special leave for an eligible absence unless the employee notifies the Sheriff in writing that he/she does not wish to be paid sick leave for an

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eligible absence.

- B. **ACCUMULATION OF SICK AND SPECIAL LEAVE:** Each permanent, full-time employee shall accumulate sick and special leave credits at a rate of 3.7 hours per pay period.
1. Accumulation shall occur only for that number of hours that an employee is normally scheduled to work.
 2. Overtime will not be considered for sick leave accumulation.
 3. Sick and special leave accumulated will continue to accrue during the following absences: vacation, injury leave, civil leave, military leave and sick and special leave.
 4. Sick and special leave accumulation will not continue if an employee chooses the option of not being paid for an eligible sick leave absence.
- C. **LAY-OFFS OR TRANSFERS:** An employee who is laid off from his/her position for reasons that are not of discredit to the employee, if re-appointed within 90 days shall have credit for unused sick and special leave accumulated. When an employee is transferred to another position, unused sick leave accumulated shall continue, adjusted according to the work week of the new position.
- D. **COMPUTING SICK LEAVE:** Absence for a fraction or part of the day is chargeable to sick leave accordance with these provisions and shall be charged in appropriate increments of not less than one-half hour.

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- E. **EXTENDED SICK OR SPECIAL LEAVE:** An eligible employee may be granted extended sick leave (that sick leave which an employee has not accumulated) only if such employee is awaiting approval of long-term disability or if such employee has been certified by a physician to be terminally ill. Such extension must be approved by the County Administrator, in writing, and will generally not exceed the amount of accumulation held by the employee prior to the disability or terminal illness.
- F. **AUTHORIZATION:** Sick leave in excess of three consecutive work days, for regular 8 hour shift personnel , and two consecutive work days for 12 hour shift personnel, shall be granted for reasons of personal illness or incapacity only after confirmation by a licensed physician or dentist certifying that the employee's condition prevented the employee from performing normal duties of the position and that such employee is now fit to return to such duties. Provided, however, that at any time the Sheriff feels an employee is abusing the sick leave privilege he will require a physician's statement for any such absence.
1. All sick and special leave used shall be reported by written forms as may be provided for the purpose, signed by the employee and the **Sheriff/Chief Deputy**, which form will accompany the payroll for the period to be paid unless the absence extends beyond the reporting time for the pay period, in which case it will be presented in the next period after the employee returns to work.
 2. Falsification of any document relating to the payment of sick and special leave shall be considered cause for disciplinary action.

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3. NON-PAID ABSENCE CERTIFICATION-

An employee who chooses not to be paid sick or special leave or chooses vacation for an eligible sick or special leave absence will comply with all certification requirements.

G. ILLNESS AND DEATH IN AN EMPLOYEE FAMILY- All employees are eligible for special leave in the event of illness or death of certain members of their family, as follows:

1. Up to ONE work day of SICK leave may be used in the event of serious accident, the unexpected hospitalization or expected hospitalization for less than critical conditions of a member of the employee's family occupying the same residence.
2. Up to THREE work days of SICK leave may be used to attend the funeral and make necessary arrangements around the death of a member of the employee's family occupying the same residence.
3. A parent employee who has minor children at home may use up to ONE day of sick leave to care for or make arrangements for the care of minor children at home. If one parent is normally at home, the parent employee is expected not to use his/her sick leave unless the other parent is also ill. If both parents are County employees, only one may be permitted to use SICK leave to care for minor children when ill.

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4. Up to THREE work days of leave will be granted with pay in the event of the critical illness or death of members of the employee's family; including the spouse, mother, father, step-children and their spouses, mother, father, brother, sister, and grandparents of the employee or the employee's spouse.

In extenuating circumstances, the County Administrator within the allowed time above may approve an extension equal to the amount specified. Additional absence beyond those specifically authorized may be submitted to those approved herein or by the County Administrator, shall be charged to Vacation leave, or the employee will be zeroed for the additional time he/she was absent from work.

H. **REPORTING NOTICES OF ABSENCE UNDER SICK LEAVE-**

All employees eligible for sick leave, whether they choose to be paid for sick leave absence or not, will notify their Supervisor or designee by telephone or in person prior to the beginning of the work day during which the absence is to occur.

1. In the event of hospitalization of an employee, such message may be conveyed by others.
2. In the case of an absence becoming necessary during the normal working hours of the employee, such notification will be made to the appropriate supervisor prior to the employee's departure.

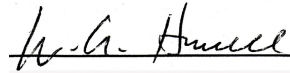
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3. In those cases where employees eligible for sick leave provide documentation by a physician stating specific periods of disability, the employee is not required to call in daily to notify the supervisor.



W. A. HARRELL
SHERIFF

04/20/05

DATE