

	<p style="text-align: center;"><b>Sick Leave</b></p> <p style="text-align: right;"><i>Adopted on 3/1987</i></p>
<p style="text-align: center;"><b>Last Revision Date: 12/04/2024</b></p>	<p style="text-align: center;"><b>Policy No. 4.701</b></p>
<p style="text-align: center;"><b>Last Enabling Resolution: 253-2024/924-2024</b></p>	<p style="text-align: center;"><b>Developer/Reviewer: Chief Human Resources Officer</b></p>

**1. Purpose**

The purpose of this policy is to provide paid leave as a benefit to eligible employees who are unable to work because of an employee’s or qualifying family member’s illness or injury and to set forth rates of accrual, procedures for usage, and the administration of.

**2. Scope**

This policy applies to all full time and benefited part time Sedgwick County employees, with the exception of the Sheriff’s Office.

**3. Policy Statement**

Employees are expected to perform their duties and report to work when they can do so without compromising their health or that of a co-workers. Taking sick leave under false pretenses is a violation of trust that is subject to disciplinary action, up to and including termination.

**4. Definitions**

- A. **Parent** –an employee’s biological parent, step-parent(s), adopted or foster parent(s), or individuals who act as parents, but does not include parents-in-law.
- B. **Spouse** –the person recognized as such under Kansas State Law. A common law spouse will be acknowledged only if there is a notarized affidavit on file in the Division of Human Resources.
- C. **Legal Dependent** –biological, adopted or foster children, step-children, and other persons for whom you act in the legal capacity as a parent or guardian for which there is legal and financial responsibility per the Internal Revenue Code.

**5. Procedures**

- A. Employees begin accruing sick leave on their hire date and continue to earn it based on their work schedule and hours paid. There is no maximum accumulation of sick leave.
- B. Full time employees will accumulate sick leave at the following rates:

<b>Work Schedule</b>	<b>Sick leave accumulation rate per pay period</b>
40 hour week	3.69 hours
42 hour week	3.87 hours
56 hour week	5.53 hours

- C. Employees with unpaid leave will receive sick accrual prorated based on the number of hours paid in proportion to the number of hours in their normal work period.
- D. Benefited part time employees will accrue sick prorated based on their scheduled hours.
- E. Sick leave must not be used for the same hours an employee is receiving other compensation.
  - 1. Departments requiring staffing on holidays may allow employees to use sick leave on the same day they receive holiday pay.
- F. Eligible employees with accumulated sick leave may use for illness or injury of the employee, parent, spouse, or legal dependent, or to attend appointments with a recognized healthcare practitioner. Employees are encouraged to schedule appointments at either the beginning or end of their workday.
- G. Accrued sick leave will be used during approved Family and Medical Leave (FML), see policy 4.711 Family and Medical Leave.
- H. Any Division/Departments or Elected/Appointed Offices may establish department specific sick leave policies consistent with Sedgwick County policy.
- I. Employees must keep their supervisor informed of their absences on a daily basis or as otherwise determined by the hiring authority. An employee with a prolonged illness or disability should also notify the Division of Human Resources ADA/FML Specialist.
- J. Division/Department Directors or Elected/Appointed Officials may, at any time, require a written statement by a recognized healthcare practitioner certifying an employee's condition or condition of a qualifying family member preventing them from performing work duties and verifying the need for the absence(s), excluding FML.
- K. If an employee is taking vacation leave and they or a qualifying family becomes ill or injured, the employee may seek an adjustment to their timecard to sick leave by submitting a written request to their supervisor.
- L. No accumulated sick leave hours shall be paid to an employee who leaves Sedgwick County, except under the following conditions:
  - 1. Employees who meet eligibility requirements under Kansas Public Employees Retirement System (KPERS) or Kansas Police & Firemen's Retirement System (KP&F) and start receiving a retirement benefit the first month following their separation from Sedgwick County, provided the following conditions are met:

<b>Employee Work Schedule</b>	<b>Accumulated sick leave hours/days</b>	<b>Days/hours paid at the regular rate of pay</b>
40 hour week	800 hours/100 days	240 hours/30 days
42 hour week	840 hours/100 days	252 hours/30 days
56 hour week	1,200 hours/100 days	360 hours/30 days

- M. Employees who are off work because of an illness, injury, or disability for six (6) continuous months may be terminated in accordance with Policy 4.608 Separation from Employment.
- N. Employees should request, and supervisors must approve, sick leave through the County's time keeping or scheduling system, where applicable.