

SICK TIME

Full-time employees shall be entitled to receive up to eighty four (84) sick hours per fiscal year (July 1 – June 30). The earning of sick time shall be prorated over the fiscal year, accumulating at the rate of 3.23 hours per pay period. Employees who do not complete an entire fiscal year of regular, paid, full-time employment, for whatever reason, shall be entitled to sick time for that fiscal year consistent with this prorating formula.

Employees may use sick time for their own bona fide illness or injury, to seek medical care, or to care for a sick or injured parent, spouse, or child. When sick time has been exhausted, earned vacation or personal time may be used. Sick time is not to be used as additional vacation time. An employee needing to take sick time must notify his/her supervisor or designee as soon as possible. Employees who are absent three or more consecutive work days will need to provide a doctor's note documenting their illness, or that of their spouse, parent or child. Employees who are out sick the day before and/or after a scheduled holiday closing will only be entitled to holiday pay after producing satisfactory evidence of illness.

Sick time may accumulate to no limit.

Full-time employees who voluntarily resign from Library employment shall be paid for unused sick time at the rate of 50% daily rate pay (annual/260) for all sick time which exceeds 175 hours. [(Total number of unused sick hours – 175 hours) x (.50 rate of pay as of term date)]. Hence, employees must have accrued an unused sick time balance which exceeds 175 hours in order to receive pay at resignation.

Example: A full-time employee voluntarily resigns with 248.5 sick hours and a regular pay rate of \$17.58 per hour (\$32,000/yr.). This employee would receive payment in the amount of \$646.07 for her unused sick time as follows:

$$\begin{aligned} &(248.5 - 175) \times (.50 \times \$17.58) \\ &73.5 \times \$8.79 \\ &\$646.07 \end{aligned}$$

Individuals whose employment is terminated by the Library for misconduct or other cause forfeit any claim to pay for unused sick time.

Employees who separate from Library employment having used unearned sick time will have the monetary value of this time, and/or portions thereof, deducted from their final paycheck. The Library reserves the right to recover the monetary value of used, unearned sick time directly from the employee in cases where no final check is issued or the amount owed by the employee exceeds the final check amount.

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