

SICK LEAVE

Note: All sick leave restrictions will comply with the requirements of the Family and Medical Leave Act, when appropriate.

Sick leave is a benefit to be used only in the case of actual illness or injury, which prohibits employees from performing their duties. Sick leave can be used in the event the employee must be absent because of serious illness or injury of a member of the employee's immediate family (parents, children, spouse, brothers, sisters and grandparents).

All employees are required to report their absences to their supervisor no later than the time established by the supervisor.

The County reserves the right to ask for a doctor's certificate of illness or disability, or require employees to submit to a medical examination by a qualified physician selected by the County. In the event a doctor's certificate of illness is requested any associated costs will be borne by the employer. Any abuse of the sick leave policies may result in disciplinary action.

Although it is incumbent on every employee to strive for a goal of no absences, we recognize the right of employees to legitimately use sick leave benefits. There is no intent to deny employees access to those benefits when warranted. However, we have the right to expect regular attendance of our employees and can take corrective action for excessive absenteeism.

An employee will accumulate one (1) day of sick leave per month. Employees hired on or before the 15th of the month accrue one (1) day of sick leave for that month. Employees hired on or after the 16th of the month do not accrue any sick leave for that month. There is no maximum amount of days that can be accumulated.

While absent due to personal illness, employees continue to accrue sick leave credit as long as they are receiving sick leave or vacation pay. Sick leave will not be accumulated when an employee is on any unpaid leaves of absences.

In the event of depleting all leave due to illness, an employee should request Family Medical Leave (FMLA) in order to keep all benefits in place during the absence. Please refer to the section of FMLA on page 44 to see what qualifies as FMLA.

Any unused current or accumulated sick leave is automatically canceled when employees terminate from the County. Upon re-employment in regular full-time status, the amount of sick leave of the former County employee shall be credited with the sick leave accumulation at the time of termination provided it can be verified from official records.

Upon retirement from Wilson County, any employee who has unused accumulated sick leave at the date of his/her retirement may receive one month of retirement credit for each twenty (20) days of leave. This is in accordance with the policy established by the Tennessee Consolidated Retirement System. Certification of such conversion credits will be required from the department the employee retires.