

	RULES AND REGULATIONS	Sick Leave
	Revised Date: <u>04/12/2022</u> <u>02/10/2026</u>	Article: II Section: 200.10
	Effective Date: <u>8/10/2011</u>	Pages: 3
	Kevin Ward Board Chair	<u>Paul Sullivan</u> <u>Britt Clark</u> Fire Chief

I. Purpose:

To provide policies and procedures for the administration of sick leave and attendance for District Employees and establish the process by which leave shall be managed to ensure acceptable staffing.

II. General:

The District provides sick leave as an employee benefit for personal or family injury or illness. Employees who are not fit for duty for a given shift due to illness or injury are encouraged, or may be required, to use this benefit, as outlined in this policy.

III. Sick Leave:

Sick leave insures an employee against loss of pay when incapacitated from the performance of duties by sickness, off duty related injury or pregnancy, medical confinement, medical, dental or optical examinations or treatment as provided by the provisions of this regulation. Sick leave used for a FMLA qualifying reason, as outlined in Rules and Regulations, Article II, Section 200.02, *Family Medical Leave Act*, shall be applied as FMLA leave.

Sick leave is a benefit afforded to District employees who become ill or injured and cannot perform their normal duties. It should not be considered an obligation of the District to its employees.

Employees may begin to utilize their accrued sick leave any time after having completed one (1) month of satisfactory employment.

Sick leave shall not be used in less than eight (8) hour blocks for all line personnel applications other than an employee that becomes ill or is injured on duty and must leave prior to end of shift. This is primarily because of having to fill the temporary vacancy. This does not apply to staff personnel.

Accrued sick leave may be used for the following:

1. Illness or off-duty injury to the employee.
2. Illness or injury of immediate family members requiring the presence of the employee. Immediate family members shall meet IRS guidelines as defined dependents (i.e., can you claim them on your income taxes?). For the purpose

of this policy, "immediate family" members will include spouse, father, father-in-law, mother, mother-in-law, stepmother, stepfather, brother, sister, son, son-in-law, daughter, daughter-in-law, stepchild, grandparent, or grandchild. Exceptions can be approved by the Fire Chief.

3. Visits to hospitals, clinics, doctors, etc., for diagnosis or treatment of illness or injuries, examination, and related purposes.

The administration may require the employee to use leave without pay for unauthorized or unsubstantiated use of sick leave. Use of sick leave privileges outside of authorized use outlined in this policy will be considered as grounds for disciplinary action, up to and including termination.

Sick leave begins to accrue on the date of hire and an employee may use sick days after completion of the first month on the job. Beginning with the date of hire, line personnel are eligible to accumulate sick leave at the rate of 5.19 hours per two-week period equaling 135 hours per year. Staff personnel accumulate sick leave at the rate of 3.69 hours per pay period to equal 96 hours per year.

The maximum allowable carryover of accumulated sick leave from one year to the next is 960 hours for staff personnel and 1344 for line personnel. Sick Leave accruals for employees transferring from line to staff or from staff to line shall be converted at the rate of 1.4 (line to staff - divide accrued total by 1.4; staff to line - multiply accrued total by 1.4). The maximum accumulated accrual of sick leave is calculated at the end of the last pay period of each year.

The Supervisor or administration may require that an injured or sick employee take sick leave and excuse themselves from assigned duty.

Employees with a minimum accrued balance of 240 hours of sick leave for staff personnel or 336 for line personnel that have not reached the maximum accrual may convert twenty-five percent (25%) of the unused sick leave accrued and accumulated for the previous twelve (12) month period into additional vacation leave. The sick leave conversion referenced above will end with the final pay period in December of the current year. Those employees desiring to exercise this option must submit a written request to administration within this final pay period; otherwise, their unused sick leave will be carried forward in their accumulated total.

All employees who have accumulated the maximum sick leave accrual of 960 hours for staff personnel or 1344 hours for line personnel may convert 100 percent of their unused sick leave accrued and accumulated in the previous twelve (12) month period into additional vacation leave. The sick leave conversion referenced above will end with the final pay period in December of the current year. Those employees desiring to exercise this option must submit a written request to administration within this final pay period, otherwise, time accrued above the maximum sick leave accrual will be lost.

If an employee will be absent from duty because of an illness or injury, or due to sickness or injury in the employee's immediate family, line personnel shall notify the battalion chief not less than one hour before the time that the employee is scheduled to report for duty. All staff personnel shall notify the administration as soon as practical.

Employees absent for an illness or injury may be required to complete and present a Fit-for-Duty prior to returning to work, as outlined in SOG 2013.00, *Fit for Duty*.

| Any line personnel ~~that who~~ becomes ill while on duty (that prevents them from completing their assigned shift), shall advise their immediate supervisor and shall contact the Battalion Chief so that necessary arrangements are made to cover the employee's remaining shift.

Line personnel who have advanced notice from a physician of a medical condition that will require the use of sick leave must notify the battalion chief immediately (staff personnel shall notify the Chief or his/her designee). Employees shall provide the reason and expected time they will be absent from work while on sick leave.

| If for any reason the employee's supervisor, battalion chief, or administration has reason to question the validity of an employee's absence (~~e.g.e.g.~~, believes the employee is malingering or abusing sick leave privileges or is using excessive sick leave) said employee may be required to present a Doctor's verification each time the employee reports off sick or whenever required by the administration. Administration may further require the employee to complete a fit-for-duty evaluation as set forth in SOG 2013.00.

Sick leave will not be transferred from one employee to another.

| Sick leave will not be accrued during a period of ~~leave without pay~~ leave without pay.

An employee injured during the performance of his/her duties is covered by Worker's Compensation, as per Rules and Regulations, Article II, Section 200.04 *Injury Leave*.

When an employee has exhausted 100% of their sick leave, vacation will be used in lieu of sick leave. When an employee has exhausted 100% of all leave, an employee will be in a leave-without-pay status. Note: Employees who have sick leave and meet all qualifications for use of sick leave, as outlined in this policy, shall use sick leave and not vacation, unless approved by the Fire Chief.

| Failure to comply with the provisions of this policy may result in disciplinary action up to and including termination.