



## HR – Sick Leave

### City of Crystal Lake Administrative Directive

#### **PURPOSE:**

All regular full-time employees shall receive sick leave for the purposes and uses outlined in this directive. Where sections of this directive conflict with an employee's collective bargaining agreement, the collective bargaining agreement shall govern.

#### **PROCEDURE:**

Sick leave may be granted only for the following reasons:

1. Incapacitation due to illness, injury or disability.
2. Personal medical or dental appointments that cannot be scheduled during non-working hours (although every attempt should be made to schedule these appointments outside of working hours).
3. Absence required for care of an ill or disabled member of the employee's immediate family.
4. The birth of or adoption of a female or male employee's child, but not to exceed three (3) days sick leave usage.

Additional time as appropriate may be granted per the Family and Medical Leave Act (FMLA).

The following guidelines apply to sick leave:

- Sick leave is earned by the tenth day of each month. If employment begins on or before the tenth day of the month, credit for the month will be allowed. If employment begins after the tenth day of the month, the employee will begin earning sick leave credit the first day of the following month. New hires may use sick leave if necessary, after the first credit for sick leave is accrued.
- Employees may accumulate sick time for a total of 96 hours per year, to a maximum accumulation of 1920 hours.
- No sick leave can be earned during an unpaid leave of absence.
- Sick leave may not be taken in less than fifteen-minute increments.
- Sick leave may run concurrently with family and medical leave under the Family and Medical Leave Act (FMLA).
- Department Directors shall establish procedures for employees to notify supervisors of absence and intent to use sick leave.
- The Department Director or Director of Human Resources may require, at any time, a statement from a licensed health care provider confirming illness and indicating the need for time off. If an employee takes more than twenty-four (24) consecutive hours of sick leave or has absences of more than 48 hours in a year the City may also request a statement from a licensed health care provider confirming when the employee's physical or mental ability will allow return to normal duty. Employees are responsible for obtaining this health care provider's statement when requested by the City. The City reserves the right to require an employee to be examined by a City appointed health care provider at the City's expense. For a continuing illness or condition that meets the standard of a serious medical condition

under the FMLA, one annual statement from a licensed health care provider shall suffice for all sick leave usage arising out of the illness or condition for that year. Payment of sick leave may be withheld pending the submission of proof of illness.

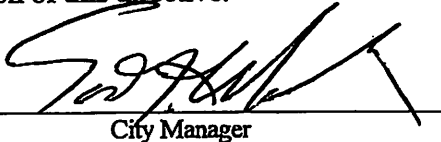
- Depending on the nature and extent of an illness, an employee may be required to submit to a City paid medical examination, or provide medical records from their private physician, which substantiate their ability to perform the essential duties of their position. The submission of medical records, opinions or physical exam will only be required when the safety and well being of the employee, co-workers or general public is in question or in accordance with the Family Medical Leave Act (FMLA) or American with Disabilities Act (ADA).
- Excessive absence shall be defined as absences of more than 48 hours in a year when not substantiated by a physician's statement.

**RESPONSIBILITY:**

All City employees shall have the responsibility of familiarizing themselves with this directive and adhering to it. Sick leave is a privilege, not a right, provided by the City to regular full-time employees. Any unauthorized use or abuse of sick leave privileges for purposes other than those outlined above shall be grounds for disciplinary action, up to and including termination, and will be considered when reviewing the employee's overall performance.

Department Directors and supervisors shall have the responsibility to ensure that employees under their supervision fulfill the requirements of this directive. In addition, all supervisors shall assist with the administration of this directive.

Approved By: \_\_\_\_\_



City Manager

Original Effective Date: 5/1/1997

Updated: 12/30/2010

Next Review: December 2012