

Policy number:	III-4	Subject:	SICK LEAVE
		Revision:	two
Approved:	Agency Board:	January 18, 2005	
	Policy Council:	February 16, 2005	

Objective:

To protect full-time employees against loss of earnings due to illness, injury, or incapacity to work because of pregnancy, and to provide time off to employees in the event of a serious illness of certain family members. Personal (annual leave) is used for the first day of absence for center based employees. Unused sick leave is credited for longevity ratings with the State Retirement system. All staff should attempt to maintain a sick leave balance unless serious illness necessitates absence.

Policy:

Sick leave pertains primarily to absence due to the illness or injury of an employee including illness and incapacity to work due to pregnancy and complications thereof. However, in cases where the employee must be absent due to extended serious illness or injury of a family member of the employee's household, sick leave may be applied. Sick leave is generally not used by a center based employee for his/her medical exam and eye examinations and dental appointments, as every effort should be made to avoid absences when children are in class. The first day of absence for staff who are center-based is generally annual leave. However, intermittent, on-going treatment during a pay period may be considered as sick leave. Sick leave use is in one (1) or one-half (½) day increments, and all staff is encouraged to reschedule work hours with supervisory approval to avoid the use of sick leave.

Full-time and regular employees shall accrue sick leave at the rate of one work day per month of active employment or if employed year round, (12) twelve days per year. Head Start school year staff generally earn nine sick leave days per school year. Regular part time employees (over 20 hours per week) may earn leave based on the average duty hours worked. A maximum of (90)ninety days of accumulated sick leave may be carried over from one calendar year to the next. New employees are not allowed to use sick leave but may be granted paid sick leave and six days are booked at the end of the sixth month probationary period. No advance sick or annual leave is allowed. However, leave without pay will be allowed with supervisory approval.

Abuse of sick leave by an employee will result in the withholding of payment for the sick leave and possible additional disciplinary action. Sick leave may not be taken until earned and may not be advanced. Employees should maintain at least a balance equal to half of the leave earned annually as less than that indicates poor attendance and will be considered a job performance issue.

Head Start will generally require a physician's statement of illness or injury before payment of three (3) days or more of the sick leave in question is made or for absence at mandatory

program-wide in services. A physician's statement of ability to work may be required before the employee is allowed to resume work, and if work is restricted, the agency may decline to allow a return to work. Every effort will be made to allow leave without pay in individual cases when sick leave is not available to be approved individually by the program administrator or his/her designated supervisor or Board.

In the event that a grant or contract is terminated, the status of being on sick leave with pay would also end, as funds would not be available to continue paying personnel costs.

Procedure:

Sick leave shall be documented on the T&A form. At the end of each calendar year, the number of sick leave days carried over to the next calendar year will be indicated on the T&A form placed in the official files. The maximum sick leave reserve is 90 days, but this limit may be increased to the extent that unused annual leave (any amount over 30 days, effective 2005) is transferred to the sick leave category, subject to any restrictions placed on sick leave accumulation credit as defined by the state consolidated retirement system.

No leave is earned until mid-month (half of work days have occurred in the month), and its value will not exceed the expected duty day. Absence without pay for the period may reduce the value of the day to the average hours actually worked (see holiday).

See Attendance Policy, V-19