

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy: **SICK LEAVE/PERSONAL LEAVE**

Purpose: The Ottumwa Public Library believes that a sick leave plan should contribute to the overall health of our employees by providing salary replacement benefits so that employees will stay home when ill. In addition, this benefit plan has been designed to meet the following objectives:

1. Protect employees from the financial burden caused by an extended illness.
2. Recognize work/life challenges by allowing access to accrued sick leave benefits for illness of family members.

Procedure:

1. **Sick Leave**

Sick leave hours do not apply towards federally mandated overtime hours.

Sick leave with pay shall be permitted for use when an employee is contagious or incapacitated by a non-work related illness or injury and, thus is unable to work. Sick leave may also be utilized when an employee is absent for a medical, dental or optical appointment that cannot be scheduled around the regular work schedule. An employee may use up to five (5) days of sick leave for the serious illness or medical appointments of the employee's spouse, child or parent. Sick leave may not be used for any purpose other than those listed above. Sick leave may be used in hourly increments.

- a. A full-time employee shall accrue sick leave at the rate of twelve (12) hours per month, to a total of 120 days maximum. The calculation per pay period would be figured as follows:

$12 \text{ hours per month} \times 12 \text{ months} = 144 \text{ hours}$ divided by 26 pay periods = 5.54 per pay period.

Sick leave for part-time employees will be calculated at the employee's actual worked hours divided by the standard eighty-hour pay period and the resulting fraction multiplied by the full-time employee rate of 5.54 hours per pay period.

Example: An employee that works 60 hours in an 80 hour pay period would be calculated as follows:

60 hours divided by 80 hours = .75
.75 x 5.54 = 4.15 hours per pay period

- b. The Director may request that an employee provide verification of illness from a physician for absences that extend beyond three (3) scheduled days. When verification is requested it must state a specific return to work date. Should an employee's or an eligible family member recovery extend beyond this date, another statement must be submitted to ensure continuous access to sick leave benefits.
- c. Any employee found to have abused the sick leave privilege by misrepresentation or falsification shall be subject to disciplinary action. Abuse of sick leave can occur even though the employee has sick time hours available.
- d. **Notification** to the Director or Assistant Director (in the Director's absence) is required thirty (30) minutes prior to the beginning of their scheduled reporting time for that day and on each subsequent day thereafter, that is missed, unless a specific date of return can be given. Failure to do so without a bona fide reason may result in the employee being considered absent without leave, and, therefore subject to disciplinary action.
- e. Employees who miss a scheduled shift(s) due to an eligible reason must report the days and hours on their time card during the pay period in which the absences occurred.
- f. Salary replacement hours cannot exceed the employee's budgeted hours without the Director's approval.

- g. A leave of absence without pay shall be requested from the Director when illness in excess of the amount of accumulated sick leave occurs.
- h. Sick leave may be accumulated to a total of 120 days. Employees resigning in good standing and employed prior to 08/18/93 may be paid for not more than 60 days. Employees hired after 08/18/93 are not eligible for cash remuneration of sick leave.
- i. On the first payday after December 1, each employee shall be paid 25% of accrued sick leave in excess of 960 hours up to a maximum of forty-eight (48) hours and the employee's sick leave account will be reduced to 960 hours. The date used will be the pay period ending closest to November 1st of each year for determining payment.

2. Personal Leave or Casual Time

- a. A full-time employee may use up to five (5) days sick leave per year for personal reasons. Personal leave will be figured as follows for a full-time employee:

$$5 \text{ days} \times 8 \text{ hours} = 40 \text{ hours}$$

Part-time benefits are based on the formula mentioned earlier:

$$60 \text{ hours divided by } 80 \text{ hours} = .75$$

$$.75 \times 40 \text{ hours} = 30 \text{ hours}$$

Hours used will be deducted from your overall sick leave benefit.

- b. The five days may be used in hourly increments.
- c. Personal days do not accumulate.

Date revised: 8 June 2009

By: Ottumwa Public Library Board of Trustees