

# GEARY COUNTY PERSONNEL POLICIES AND PROCEDURES

**EFFECTIVE DATE:** April 15, 2023

**SUPERSEDES:** March 24, 2018

November 5, 2016

**POLICY NO.** 50.04

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**SUBJECT:** Sick Leave

- A. The Geary County sick leave policy is designed to provide paid time off for actual illness/injury or the prevention of illness/injury (such as annual wellness visits, dental check-ups, etc.) of the employee and/or his/her immediate family. Sick leave is not an entitlement for extra days off, but rather an income protection benefit to be used when necessary. The employee shall coordinate medical provider appointments with the employer to provide for the least amount of disruption to the operations of the department.
- B. When an employee requests sick leave, he/she shall report the reason for the absence and the expected duration to his/her supervisor or department head. Employee does not need to provide protected health information (PHI) to his/her supervisor; however, he/she must provide enough information to justify the request. If the employee has a chronic, continuous, or severe issue, he/she must contact Human Resources to discuss FMLA and/or other leave options.
- C. Notification must be made in the manner and timeframe as designed by the Department Head or his/her designee, or as otherwise required by written departmental regulation, rule, or policy. Unless specifically stated, voicemail or text messages are not acceptable methods of notification. If the employee is medically unable to personally report their absence, a family member may make notification. If the actual length of absence exceeds the time which was anticipated and reported, the employee shall notify the supervisor or department head of the new expected duration of sick leave. When sick leave is taken for an unexpected incident, the employee may be required to provide written notice when he/she returns to work. Constant communication regarding the absence is the responsibility of the employee.
- D. A department head may request verification and a health care provider's statement may be required. Failure to provide the requested certification of sickness or injury may result in loss of pay for the absence and may be grounds for disciplinary action.
- E. Benefit-eligible employees, not to include elected officials, will earn sick leave at 0.05 hours per hour in pay status. Employees will not have a maximum amount of sick leave to earn or carryover from year-to-year. Maximum payout of sick leave is shown below:

<b>Years of Continuous Service</b>	<b>Maximum Payout</b>
< 10 Years	10% up to 40 hours
10 – 19.99	20% up to 80 hours
20 +	30% up to 120 hours
10 + Yrs of Service <b>AND</b> Retire under KPERS	30% up to 480 hours

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- F. Part-time employees working more than 25 hours per week but less than 37.5 hours per week will earn sick leave at the rate listed above with the maximum carryover and payout equal to half that of 75 hour per pay period employees.
- G. Any absence which does not conform will be considered unauthorized and may be grounds for disciplinary action. A pattern of unauthorized absences is considered misconduct.
- H. Sick leave shall not accrue on unpaid hours, such as leave without pay, suspension without pay, etc., and may only be used once it appears on the employees' earning statement.
- I. Sick leave may be taken in no less than quarter hour increments, and may not be used to take an employee over the *minimum* number of regularly scheduled work week hours for that particular employee classification.
- J. If an employee's accumulated sick leave has been exhausted; the employee's earned annual leave will be used as sick leave. The employee may be subject to disciplinary action for being unavailable for work.
- K. If an Employee has not called-in or shown up for work (no-call/no-show) for two (2) scheduled days of work, consecutively, it will be assumed he/she has abandoned his/her position and will not be eligible for sick leave payout. The employee will still be responsible for returning all county-owned property immediately. Again, it is the employee's responsibility to communicate all absences, even continual ones, to his/her supervisor and/or department head.

TRANSITION: Current employees will have 30 days from the date the policy is approved to elect the new, 2023 policy, or ask to be "grandfathered in" to the 2016 policy. The election is irrevocable. Anyone not choosing a plan, will automatically be changed to the revised 2023 policy. All new hires starting employment after the policy goes into effect will be with the new policy.

Approved by the County Commission Monday, March 6, 2023:

  
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Keith Ascher, Chairperson

  
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Attest, Therese Hoff, Deputy County Clerk

