

DEFINITIONS

Immediate Family: Spouse, child, or parent of the employee whose illness or injury necessitates the employee's absence from work.

Notice: A request for sick leave must be submitted to appropriate person within fifteen (15) minutes prior to the start of shift or assigned work hours. For employees in seven (7) day, twenty-four (24) hour operations, notice shall be required one (1) hour prior to start of shift or assigned work hours.

RESPONSIBILITIES

Employees are responsible for:

- knowing the amount of his/her leave balances; and
- complying with all requirements for securing leave.

Supervisors are responsible for:

- implementing this policy in an appropriate and consistent manner;
- developing and/or distributing agency procedures for employees to follow to secure leave, including identifying persons to be notified with requests for leave and any required notification procedures or forms; and
- taking appropriate actions, including discipline, when an employee fails to abide by the requirements of this and related attendance and leave policies.

PROCEDURES

1. Eligible employees may use accumulated sick leave for an illness, injury, legal quarantine or visits to a licensed health care provider, for themselves or a member of the employee's immediate family or person residing in the employee's household who is dependent upon the employee for care, which necessitates the employee's absence from work. The use of said leave is contingent upon availability, proper notice and verification by a licensed health care provider when requested.

2. Sick leave may be charged in increments of no less than fifteen (15) minutes.

3. Employees using Family and Medical Leave are required to concurrently use all available sick leave prior to receiving leave without pay, where reason for absence is a reason that qualifies for sick leave use.

4. Sick leave may not be charged on the date a legal holiday is observed.

5. Employees may be required to submit a statement from a licensed health care provider to verify fitness to work or legitimacy of a request for paid sick leave. Such statement must indicate the period of incapacity and restrictions, if any, on the employee's ability to perform all the essential functions of his/her job with or without a reasonable accommodation. The agency human resources office shall engage the employee in an interactive process and require documentation (including health care professional's suggestions about possible reasonable accommodations) to determine whether there is a reasonable accommodation available that will

enable the employee to perform the essential functions of his/her job if the request for exemption is due to his/her own medical condition. If an employee's personal illness, injury, or legal quarantine is anticipated to last more than 30 consecutive days the short & long term disability forms should be used to document the medical necessity. Documentation for sick leave may also be required in accordance with Family Medical Leave Policy.

6. As a condition of authorizing paid sick leave, management reserves the right to require examination by a designated health care provider.

7. An employee submitting verification of disability shall be granted, upon request, any available compensatory time or accrued sick, vacation, personal, or special sick leave to cover any absence during the elimination period prior to meeting the qualifications for disability benefits. Absence during the elimination period will also be charged concurrently to family-medical leave whether or not accrued leave is used.

8. An employee who fails to comply with the requirements of this policy may be subject to loss of pay, a designation of being on unauthorized leave, and discipline.

REFERENCES

31 IAC 5-8-331 IAC 5-931 IAC 5-10