

307 Sick Leave Benefits

Effective Date: 3/7/2011

Revision Date: 2/17/2018

Bonneville County provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employees include regular full-time employees and regular part-time employees authorized to work 20 or more hours per week or 1,040 hours annually.

Eligible full-time employees will accrue sick leave benefits at the rate of 8.33 hours for each full month of service. Accrual of sick leave will be prorated for eligible part-time employees based on the number of hours they are regularly authorized to work. Sick leave will generally be accrued only for complete months of eligible service. Unused sick leave is accumulated without limit.

Employees can request use of paid sick leave as soon as it is earned. Eligible non-exempt employees may use sick leave increments of 15 minutes. The salary of exempt employees shall not be reduced for absences of less than a full day regardless of whether the employee has sufficient available paid leave to cover the absence.

Eligible employees may use sick leave for an absence due to illness or disability and routine appointments with a qualified health care provider when such appointments cannot be reasonably be scheduled on the employees off duty time. Sick leave may also be used to care for an immediate family member. For the purpose of this policy, "Immediate Family" shall include the employee's spouse; children and grandchildren of the employee or their spouse and their spouses; parents and grandparents of the employee or their spouse; the employee's brothers and sisters; and brothers and sisters in-law.

Absences for scheduled treatments or other health care appointments must be approved by the employee's supervisor in advance. Employees who are unable to report to work due to unexpected illness or injury should notify their direct supervisor as soon as practical, generally before the start of their next scheduled shift if possible. Employees are also required to keep their supervisor informed of their status on a regular basis while they are absent on sick leave.

Sick leave may not be utilized if it will result in pay in excess of the employee's normally scheduled workweek. For example, if a full-time employee calls in sick on Monday, then works 9 hours per day on Tuesday through Friday, that employee's timesheet would reflect:

	SAT	SUN	MON	TUE	WED	THUR	FRI	TOTAL
REG				9	9	9	9	36
SICK			4					4
								40

Employees who are eligible to receive worker's compensation disability benefits for absences due to an injury or illness covered by worker's compensation may choose to use accumulated sick leave to supplement their disability benefits. (See 381 Workers' Compensation Disability Leave).

Employees may be required to provide verification of disability from a qualified health care provider anytime there is reason to believe that the employee may be abusing sick leave privileges. Employees may also be required to provide verification from a qualified health care provider that they are able to safely perform the essential functions of their job either with or without a reasonable accommodation before being allowed to return to work.

Sick leave benefits will be paid for qualified absences at the employee's regular pay rate at the time of absence not including shift differential. Employees will be compensated for unused sick leave in excess of 480 hours at one quarter of their regular base hourly rate at termination.

Improper or unauthorized use of sick leave shall be considered grounds for disciplinary action up to and including termination of employment.