

Sick Leave Policy

KDLA provides this example policy to assist a library in developing and adopting their own policy. The example policy should be modified to meet the needs of your library and community and should be reviewed by the library's attorney prior to adoption.

Sick leave is intended to provide continuity of income to the employee in the event of health related issues that prevent the employee from working regularly paid hours.

Examples for how sick leave may be used include, but are not necessarily limited to:

- temporary illness or disability;
- pregnancy, childbirth, and maternity leave;
- medical or dental appointments
- Sick leave may also be used for attendance to temporary illnesses, temporary disabilities, medical appointments or dental appointments of the employee's immediate family members where the employee's assistance is required. Immediate family is defined as a spouse/partner, child, parent, legal guardian, sibling, grandparent, grandchild, or immediate in-laws. Other relationships may be approved on a case-by-case basis by the Library Director without setting precedent.

Full-time and part-time employees are eligible to receive sick leave. Eligibility for sick leave begins with the date of employment and accrues during the first pay period. It will continue to accrue at the end of each succeeding pay period. A full-time employee shall accrue sick leave at the rate of eight hours per month, regardless of years of service. A part-time employee will accrue at a pro-rated amount based on their average work hours per month.

Employees may accrue up to 480 hours of sick leave. All employees are encouraged to accrue enough sick leave to cover extended illness, temporary disabilities, or hospitalization. Sick leave may not be taken in excess of the hours accrued. Employees who have exhausted their sick leave accruals but who require additional leave time may be granted use of other types of leave with their supervisor's approval. Sick leave may be used in half-hour units. Periods less than that will be counted as one-half (1/2) hour. Employees are not paid for unused sick leave upon termination of employment.

Anticipated absences should be reported to the employee's supervisor (or designated representative) by the start of the work period if not earlier. Employees who take sick leave should also notify their supervisor of their ability to work their next scheduled workday. Employees with unreported absences may be denied pay for work hours missed and be subject to disciplinary action. If there are restrictions upon an employee's return to work, they must be documented by a physician. A physician's statement may be required at the discretion of the director.

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