



**DODGE COUNTY
PERSONNEL POLICIES AND PROCEDURES**

Policy #	214	Approval Date: 11/15/11
Policy Title	SICK LEAVE	Effective Date: 1/1/2022
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214 – SICK LEAVE

All regular employees will, upon completion of the orientation period, be entitled to paid sick leave. Sick leave will accumulate at the rate of one (1) day for each month of regular full-time employment up to a maximum of one-hundred twenty (120) days. Eligible employees who are in active employment (not on unpaid leave, layoff, etc.) will be credited with accrued sick leave on the 15th day of each month.

Employees who have accumulated the one-hundred twenty (120) days of sick leave will continue to earn sick leave which will be placed into their emergency sick leave bank. These banked days may be used if the employee has exhausted his/her normal sick leave and is under verified physician's or chiropractor's care for serious illness or injury. Days in the emergency sick leave bank will not be subject to the payment provision noted below (*).

Clearview employees working twelve (12) consecutive months (December 1 through November 30) without using a sick day or any portion thereof may, at their option, be paid out one (1) day quarterly, at their current rate of pay with the remaining days added to their accumulation. During the fourth quarter, a request can be made to have the maximum payout – any days previously paid out throughout the year will count towards the maximum yearly payout of six (6) days. The maximum amount paid out per year will be reduced by the number of hours the employee has converted sick leave to personal days.

Sick leave benefits will be paid at the regular hourly rate received by the employee at the time of illness or injury. Sick leave benefits will be paid up to the extent of an employee's accumulation for all bona fide illness, disease, injury and maternity excepting only those cases for which an employee would be entitled to receive Worker's Compensation.

Sick leave is hereby defined as to include:

Diagnostic and physical examinations and dental and eye procedures (up to one-half [1/2] day allowed provided doctor's verification is obtained).

Satisfactory evidence of illness and treatment warranting sick leave will be required in all cases of employee's absence because of illness of more than three working days and may be required in instances of absences for illness of less than three working days if the County considers it appropriate. Although a physician's certificate will be given consideration as evidence of disability, the County reserves the right where the period of time requested by the employee appears excessive in relation to the illness claimed to limit the period of sick leave to that

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normally required for such illness; and the County further reserves the right to call in its own physician to make a final determination of an employee's disability in all cases.

Employees who have been notified by management, due to their prior record of absences or other reason, that they are required to obtain a physician's certificate, either for their own illness or that of a family member, must have been seen by a physician for the certification to be considered valid.

With the approval of the Department Head or designee, employees eligible for sick leave may be authorized to use up to an equivalent of three (3) days of sick leave per calendar year due to illness or injury to the immediate family (spouse, children, stepchildren, parent, stepparent) that would reasonably require the presence of the employee. Under special circumstances and approval of the Department Head or designee, an employee may be granted additional sick leave in excess of three [3] days. The employee must submit a medical excuse for any days used under this provision. If an excuse is not submitted the use of sick leave will be denied and the employee will be required to use anyother available paid time (i.e. vacation, comp time, etc.).

Sick leave will commence upon the first day of absence due to illness or injury and employees must notify the department in charge of the absence prior to the regular starting time if at all possible.

(*) Except for involuntary termination, an employee who terminates employment will be paid out of their accumulated unused sick leave on their last pay check as follows:

After five (5) years of service 20%
After ten (10) years of service 30%
After fifteen (15) years of service 50%
After twenty (20) years of service 60%

Important note: See also Policy #214.1 regarding the Post Employment Health Plan.

Pro-ration of Sick Leave Accrual

Part-time benefit eligible employees, and non-exempt employees who have had unpaid time will have their sick leave accrual pro-rated. The pro-ration calculation will take all hours paid from the 15th day of each month through the 14th day of the following month and will credit the employee's sick leave bank with the prorated amount of sick time on the 15th day of that month.

Employees on military leave will be entitled to all benefits and seniority rights afforded them under federal or state law.