
Please see below.

ARTICLE 40

Sick Leave

Section 1 – General

Employees will earn sick leave in accordance with applicable statutes and regulations.

Section 2 – Approval

- A. Earned sick leave will be granted when an employee:
1. requests advance approval for medical, dental, or optical examination or treatment;
 2. is incapacitated for the performance of duties by physical or mental illness, injury, pregnancy, or childbirth;
 3. is required to give care and attendance to a member of his/her immediate family afflicted with a contagious disease, or would jeopardize the health of others because of exposure to a contagious disease. A contagious disease is a disease ruled to be subject to a quarantine, requiring isolation of the patient, or requiring restriction of movement by the patient for a specified period of time as prescribed by the local health authorities having jurisdiction.
 4. provides care for a family member who is incapacitated by a medical or mental health condition or attends to a family member receiving medical, dental, or optical examination or treatment;
 5. provides care for a family member with a serious health condition;
 6. makes arrangements necessitated by the death of a family member or attends the funeral of a family member; or
 7. must be absent from duty for purposes relating to adoption of a child, including appointments with adoption agencies, social workers, and attorneys; court proceedings; required travel; and any other activities necessary to allow the adoption to proceed.

Section 3 – Use of Sick Leave

- A. When an employee in the unit is unable to report for duty because of illness or injury, notification must be given to the appropriate supervisor as soon as possible, normally no later than 10:00 A.M. If the immediate supervisor is not available when the employee calls in to request sick leave the employee will leave a message and a phone number where he or she may be reached, if necessary. It is the responsibility of the employee to keep the supervisor advised if their sick leave will extend beyond their original request.

