

*Kingman County
Kansas
Personnel Policy Manual*

Policy #12
Sick Leave

Commission Approved
Date: 6/29/09 8/23/10

12 Sick Leave

- 12.1 All regular full-time employees shall earn 8 hours of sick leave for each month they are employed. Sick time shall be regarded as "accrued" at the end of the last day of each month during which it was earned. New probationary employees shall earn a day of sick leave for the month in which they are hired, so long as they were hired on or before the 15th of the month.
- 12.2 Full sick leave benefits will be allowed to accumulate up to a maximum of 960 hours (120 days). Any employee accruing sick leave in excess of 960 hours will receive pay for one-half of any additional sick days. The excess hours pay shall be calculated using the employee's hourly wage. Elected Officials do not accrue sick leave and are not eligible for this excess-days compensation. These additional/excess days will be paid in December of each year in the December paycheck.
- 12.3 Each department head shall maintain an accurate record of the number of days or hours of sick leave due to each employee and shall adjust that record at the end of each month to reflect accumulation of use thereof. The County Clerk shall also keep maintain a record of sick leave accumulated and used. That record shall be kept in the same manner as are payroll records on all County employees.
- 12.4 Sick leave may be used in case of actual illness, dental care, or medical checkups, except as provided in these policies. As used in this policy, "illness" means an actual sickness or disability of the employee. Employees should note that abuse of the sick leave policy may result in disciplinary action, up to and including termination of employment.
- 12.5 Eight (8) sick leave days (64 hours) (i.e., paid time from the Sick Leave accrual account) during the year may be taken for the care of sick children, parents, or spouse of the employee, without triggering disciplinary action. This in no way alters rights under the FMLA, which is spoken to elsewhere in this policy manual.
- 12.6 Any time an employee must make use of sick leave, the employee must notify a department head or supervisor of the employee's inability to report for work prior to before the start of the employee's shift on that work day. To meet specific department needs, the Department Head shall determine the amount of time (for example, 30 minutes, 1 hour, etc.) that is appropriate to report an absence before the start of the employee's shift. The Department Head shall clearly communicate that reporting requirement to the department's employees.

- 12.7 If absent three (3) or more consecutive days, the employee shall be required to furnish a doctor or nurse's statement or other supporting evidence that the sick leave has been used properly before returning to work. The department head, in consultation with the Human Resources Director, shall determine the acceptability of the supporting evidence. Nothing in this section shall be construed to limit the department head's authority to require a statement of verification for any amount of sick leave taken. Further, nothing in this provision shall be construed to limit an employee's rights afforded them under the Family and Medical Leave Act (FMLA).
- 12.8 Sick leave is available for use only after it is earned.
- 12.9 In the event of an employee's absence from work because of personal/self illness which exceeds the number of sick leave days the employee has accumulated, and no other paid leave is available i.e. Vacation, Personal Day hours, etc.; the employee may take the necessary time off without pay with the Department Head permission. Refer to Family Medical Leave if applicable or Personal Leave without Pay.
- 12.10 Accumulated sick leave shall not be paid out upon termination of employment, with the exception of retirement, when the employee shall be paid up to 184 hours / (23) days of accumulated sick leave. This payment shall be calculated using the employee's final hourly wage, consistent with Federal law.