

SDCRAA HUMAN RESOURCES STANDARDS AND PROCEDURES

Section: **Attendance and Leaves of Absence**
Standard: **PAID SICK LEAVE**
Section #: B-15
Effective: August 1, 2023

See Also: Paid Time Off-B3

GENERAL STANDARD

This Authority Standard covers paid sick leave (PSL) for employees who work for a period of 30 or more days in a year. Represented employees and employees who are covered by Standard B-3 entitled "Paid Time Off" are not covered by this Standard.

SPECIFIC STANDARDS

- PSL may be used for an employee's own or family member's diagnosis, care, or treatment of an existing health condition, or preventive care; or for an individual who is a victim of domestic violence, sexual assault, or stalking, to obtain or attempt to obtain any relief, aid, treatment, or related assistance. Family member includes an employee's:
 - Child (including biological, adopted, foster, stepchild, legal ward or child to whom employees stands in loco parentis), parent (including biological, adoptive, foster, stepparent or legal guardian of employee or spouse/registered domestic partner or person who stood in loco parentis to employee), spouse, registered domestic partner, grandparent, grandchild, or sibling.
 - Designated person identified by the employee at the time the employee requests paid sick days. Employees are limited to one designated person per 12-month period.

- Eligible individuals will accrue paid sick days at the rate of one hour per every 30 hours worked.

- Employees may begin taking PSL on the 90th day of employment. Individuals may not take PSL in excess of their available balance.

- ❑ In no event shall the use of PSL exceed 24 hours during each year of employment. The year is calculated using the twelve-month period starting with the employee's hire date and will start anew with each anniversary of that hiring date.
- ❑ Accrued paid sick days shall carry over to the following year of employment. Eligible individuals are limited to a total accrual of 48 hours of paid sick leave.
- ❑ PSL shall be used in a minimum of two-hour increments.
- ❑ Hourly employees will be paid for the PSL according to their current regular hourly rates of pay.
- ❑ PSL may not be converted to cash or payment of any kind. Unused PSL time will not be paid out upon employment separation. However, any unused PSL balance not used will be reinstated, up to a maximum of 24 hours during each year of employment, to an eligible employee who resumes employment with the Authority within one year of a separation.
- ❑ If the need for sick leave is foreseeable, employees must provide advance notice; if not foreseeable, notice has to be given as soon as practicable.

PROCEDURES

- ❑ Records documenting hours worked and PSL balances will be maintained for a three year period.
- ❑ Employees expected to be absent more than three (3) days due to a personal illness or injury, should contact a Human Resources representative to discuss whether a medical release to return to work is needed and whether or not the absence constitutes a medical leave governed by other state or federal regulation.
- ❑ All employees returning to work following a non-work related injury or illness affecting their ability to perform the essential job functions in a safe or effective manner must contact a Human Resources representative prior to returning to work. A Human Resources representative will review the employee's medical release; and if needed, have the Authority's designated physician review the employee's condition to confirm that the employee is able to perform the

essential job functions safely and effectively and determine whether modified/light duty is appropriate.