

## HELEN M. PLUM MEMORIAL LIBRARY

**P-10 Sick Time – Paid**

Adopted by the Library board of Trustees, July 15, 2020. Effective: July 26, 2020

Paid sick time is intended to provide uninterrupted pay during the illness of an employee or family member whether direct or in-law, defined as a mother, father, son, daughter, husband, wife, brother, sister, grandparent, grandchild, aunt, uncle, or a person who lives with the employee. When sick time is needed, an employee must notify their manager (or the Library if their manager is unavailable) as soon as possible.

During a period of sick leave, an employee is expected to maintain regular contact with their manager to provide an updated status.

- Sick time is accrued from date of hire and can be used immediately if needed.
- No sick time will be paid in advance of accrual.
- Days accrued for sick leave may not be taken as vacation.
- If an employee becomes ill while taking pre-arranged vacation time off, they may substitute paid sick time for the original paid vacation time with the approval of their manager.
- Sick time may be taken for visits to a healthcare provider which cannot be arranged on the employee's own time provided arrangement is made in advance with the employee's manager.
- An employee may be required to provide documentation from a healthcare provider to verify the need for time off work. This verification may be requested for time off of three consecutive days or more. Records of medical verifications for time off will be kept separately from the employee's regular personnel file and are considered strictly confidential.
- Sick time credit will not be earned during an unpaid leave of absence.

**Full-time employees**

- Accrue sick time at the rate of 3.4615385 hours per pay period (90 hours per year over 26 pay periods, equivalent to an average of one 7.5 hour day per month).
- Full-time employees can accrue a maximum of 1950 hours (260 days) of sick time over the duration of employment.

**Regular part-time employees**

- Accrue sick time at the same relative rate as full time staff but based on hours actually worked. The part-time hourly rate is .0461538 (ratio of full-time rate to full time hours per pay period:  $3.4615385/75 = .0461538$ )
- **Eligible part-time employees** (working 1000 hours or more annually) can accrue a maximum of 1456 hours sick time over the duration of employment.
- **Non-eligible part-time employees** (working less than 1000 hours annually) can accrue a maximum of 1040 hours of sick time over the duration of employment.

**Termination of employment**

Upon voluntary or involuntary termination of employment, no payment will be made for unused sick leave.

Unused sick time for employees participating in IMRF (Illinois Municipal Retirement Fund) will be reported to IMRF when an employee leaves employment.

In the event that the employee has used sick time over what has been earned at time of termination, the employee must reimburse the library the equivalent of salary for each hour used.