

## 8.6 SICK LEAVE

An employee with accrued sick leave may use that leave if the employee is absent from work due to:

- Personal illness or physical or mental incapacity;
- Medical, dental, optical examinations or treatments, or appointments with other qualified medical professionals;
- Illness of a member of the employee's immediate family who requires the employee's personal care and attention. For this purpose, immediate family is defined in Section 3.05 EMPLOYMENT OF RELATIVES (NEPOTISM Charts) of the policy manual.

### **Accrual of Sick Leave**

All regular full-time 40-hour employees shall accrue 8 hours of sick leave per month, and all full-time 32-hour employees shall accrue 6.50 hours of sick leave per month. Full-time employees who work 30 hours a week, part time employees who work less than 30 hours a week, temporary employees, and seasonal employees do not accrue sick leave.

All full-time 40-hour new hires will receive 1 day of sick time (8 hours) on their hire date. Then sick leave accrues 8 hours per month for regular full-time employees on the first of the month thereafter. All full-time 32-hour employees shall accrue 6.50 hours on their hire date. Then, accrue sick leave at 6.50 per month on the first of the month thereafter. Employees who are already employed for 40 hours and move to 32 hours are not eligible to receive 6.50 hours on their date of hire but will receive 6.50 hours on the first of the month thereafter.

(Revised 03-10-2025 Order Number #25-83)

**Notification Requirements** Approval of sick leave for non-emergency medical, dental, or optical appointments must be secured at least one day in advance. In all other instances of use of sick leave, the employee must notify his or her supervisor or the supervising Elected Official or Department Head before leaving work. If an employee is not already at work, the employee must notify his or her supervisor no later than the time at which the employee is scheduled to begin work on the first day of absence (within 15 minutes of the scheduled time to begin work) and must request that approval of sick leave be granted, unless emergency conditions exist. Some departments may require earlier advance notification. The employee also must call the supervisor each subsequent day he or she will be out on sick leave unless other arrangements are made.

Employees must complete a request for approval of sick leave prior to non-emergency appointments, or must immediately request approval of sick leave upon return to work in other instances, as applicable. Elected Official or Department Head will notify Human Resources to verify that sick leave will apply or will not apply to FMLA.

Failure to provide the required notice may result in the employee's being placed on leave-without-pay status, and could result in disciplinary action against the employee.

Employees must report to and remain at work until it is necessary to leave for an approved non-emergency appointment, and must return to work immediately following the appointment, unless extenuating circumstances exist. The unauthorized use of sick leave may result in disciplinary action against the employee. An employee may not use a sick day on the same day earned.

**Medical Statement an** Elected Official or Department Head may request an employee in his or her department furnish, and the employee must provide upon request, written verification by the employee or a physician of medical disability precluding availability for duty at any time that sick leave benefits are requested for more than three (3) consecutive work days. Written verification by the employee must include a statement that they understand any false statements may be a violation of Texas Penal Code 37.10 and may subject them to termination. The Elected Official or Department Head is to send a copy of the statement to Human Resources within five (5) work days. Human Resources will verify if the leave is FMLA.

**Maximum Accumulation of Sick Leave** Sick leave not used by eligible full time regular employees during the year in which it accrues accumulates and is available for use in succeeding years.

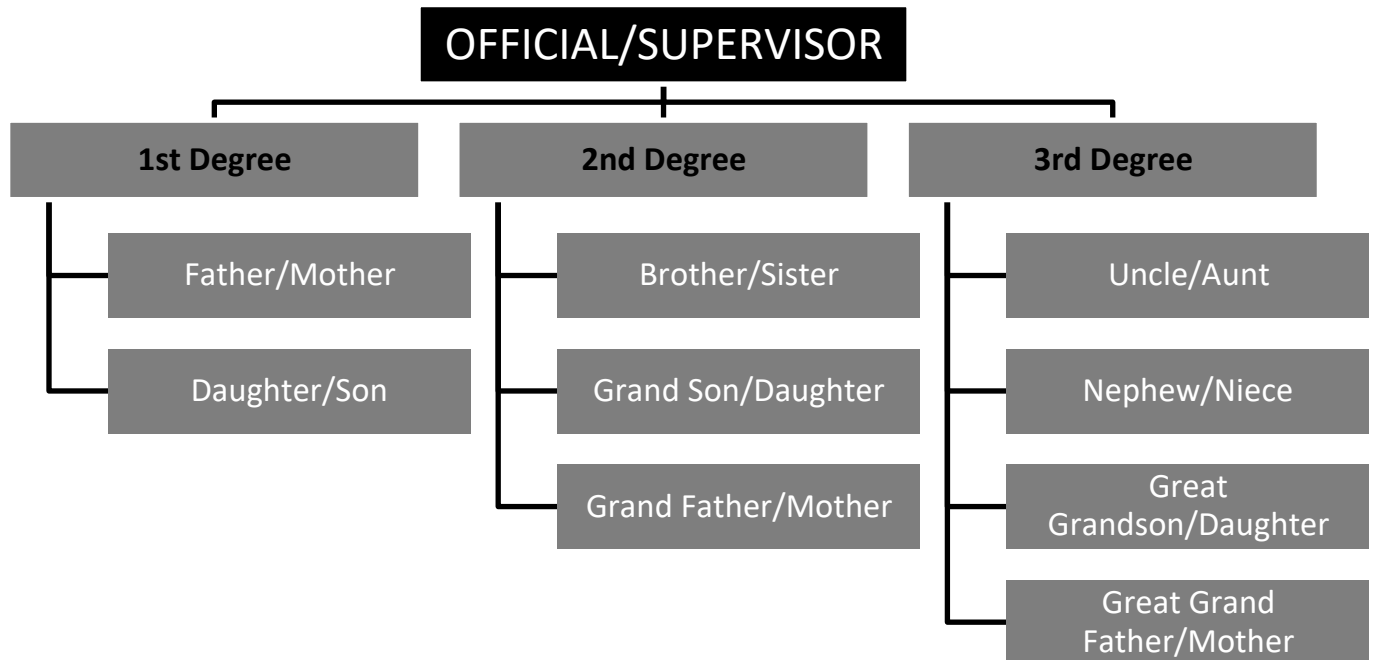
**Exhaustion of Sick Leave** An employee who has exhausted earned sick leave benefits may use vacation leave, other time, holiday and comp time. No advance of unearned sick leave benefits will be made for any reason. The Elected Official or Department Head must approve a request leave of absence without pay.

**Illness While on Vacation Leave or on a Holiday** When an illness or physical incapacity occurs while an employee is on vacation, accrued sick leave may be granted to cover the period of illness or incapacity, and the charge against vacation leave reduced accordingly. The Elected Official or Department Head must approve the granting. If an employee is sick on a holiday, he or she may not use sick leave for these hours and will not get an alternative day off.

**Donation Upon Termination** An eligible employee may donate up to 80 hours (10 days) of his or her accrued sick leave to the Sick Leave Pool upon separation from county employment.

**Cancellation Upon Termination** Unused sick leave is canceled upon termination of employment without compensation to the employee.

# CONSANGUINITY KINSHIP CHART (RELATIONSHIP BY BLOOD)



# AFFINITY KINSHIP CHART

(Relationship by Marriage)

