

**COUNTY OF ORANGE, VIRGINIA
PERSONNEL POLICIES MANUAL**

SICK LEAVE

POLICY NO.: 5.2

EFFECTIVE: 10/01/96
REVISED: 08/12/98
01/01/00
04/01/01
04/01/04
11/01/06
09/14/10
02/25/14
04/08/14

OVERVIEW: It is the intent of the County to provide for paid time off for health related reasons.

SCOPE: This policy applies to all regular full-time employees hired before January 1, 2014, including employees of Constitutional Officers subject to the County's personnel policies.

PROVISIONS:

A. Accrual of Sick Leave:

1. Employees whose standard workweek is forty (40) hours will accrue sick leave at the rate of 3.6923 hours per bi-weekly pay period, beginning with the first full month of their employment. Fire and EMS employees whose standard workweek is fifty-three (53) hours will accrue sick leave at the rate of 4.8923 hours per bi-weekly pay period, beginning with the first full month of their employment. Sick leave will not be accrued during any partial month of employment or month in which the employee has a period of absence without pay.
2. Employees who join the County staff from Orange County government entities with which the County staff has a reciprocal sick leave agreement, will be permitted to transfer in any unused sick leave they earned with their previous employer, adjusted to reflect any differences in accrual policy.

B. Sick leave will not be accrued during a period following a leave of absence that lasted sixty (60) calendar days or longer. After such an extended leave, sick leave

will not be accrued until the employee has returned to work for at least sixty (60) calendar days.

C. Use of Sick Leave:

Sick leave should only be used:

1. To provide an employee the opportunity to rest or recover from an illness, injury, or medical condition that incapacitated the employee from doing his/her job.
2. When an employee has been exposed to contagious disease such that attendance at work would jeopardize the health of fellow employees or the public.
3. To attend a medically-related appointment that cannot be rescheduled outside of business hours.
4. To care for a member of the employee's immediate family (child, spouse, parent, or other dependent) who is suffering or recovering from an illness or injury.
5. To care for a newborn infant. A maximum of six (6) weeks of sick leave may be used unless the child is suffering from an illness or injury. However, at the written request of the employee, with the approval of the Department Director and the County Administrator, sick leave may be combined with accumulated comp time or annual leave.
6. Or under other extenuating circumstances as approved by the County Administrator in response to a request filed through the Human Resources Department.
7. Employees will not be permitted to take more sick leave than they have accrued (i.e. they may not generate a negative sick leave balance).

D. Verification of Sick Leave:

1. A Department Director may ask for justification for use of sick leave by requesting that the employee obtain verification of the illness from a doctor.
2. An employee who anticipates being absent or disabled as a result of a medical condition (such as scheduled surgery, pregnancy, etc.) should inform

management as early as possible to assist management in planning for the employee's absence.

3. A Request for Leave (Form 5.1.1), properly authorized by the Department Director or Constitutional Officer, must be filed with Human Resources.

E. Limit on Accumulated Sick Leave:

There is no limit on accumulation of sick leave.

F. Reimbursement for Unused Sick Leave:

1. Except as noted below, upon leaving County staff employment, employees are paid for unused accumulated sick leave at the rate of 25% of the total unused sick leave with an overall maximum of \$5,000. If requested by the employee and practically possible as determined by the County, payment will be made the same month as separation from service.
2. Employees who are dismissed for cause, or who fail to complete their probationary period, forfeit any unused sick leave.
3. Employees who leave the Orange County staff to assume employment with other Orange County government entities with which the County staff has a reciprocal sick leave agreement will transfer any accrued sick leave to their new employer rather than be paid under the provisions of this policy.