

## **Jones County Sick Leave Donation**

Employees may donate up to forty (40) hours of accrued sick leave in one (1) hour increments to an eligible employee who has been approved for a leave of absence that would normally qualify under the County's Family & Medical Leave Act Policy for their own serious health condition and has exhausted all applicable sick leave, vacation, personal, and compensatory time. The employee requesting the sick leave must be employed by the county for at least 30 days prior to the leave of absence and have worked no less than 160 hours.

Eligible employees requesting leave donation must submit the request in writing to the Auditor's office and submit a medical certification from a physician at least ten business days prior to exhaustion of employee's applicable paid leave. Once an eligible employee makes an approved request, the Auditor's Office shall make the request known to all employees eligible to make donations.

Names of recipients and donating employees will not be disclosed. Employees wishing to donate accrued sick leave must notify the Auditor's Office in writing.

The recipient shall receive no more compensation than would have been earned while actively working and will not accrue sick leave, vacation, personal or holiday time on donated hours. Donated leave will be paid at the appropriate wage rate of the recipient regardless of the pay rate of the donating employee.

If leave is foreseeable, donated time must be used within thirty (30) working days of the effective day of the donation. When leave is unforeseeable, leave will be addressed in accordance with the County's FMLA policy.

The County Auditor's Office will notify the recipient and recipient's direct supervisor of approved donated hours and appropriate sick leave adjustments to the donor and recipient sick leave bank will be made by the Auditor's Office.

Once the sick leave has been transferred to an employee it cannot be returned to the donating employee. An employee may donate available earned sick leave time to more than one employee per year provided the established criteria are met; however, an employee cannot donate more than forty (40) hours to another employee, for a single approved absence. An employee cannot receive more than one hundred sixty (160) hours in a month, nor more than four hundred and eighty (480) hours in total, for a single approved absence. The decision to transfer sick leave is irrevocable; donation is voluntary and will not be required by the Employer.

Approved by the Board of Supervisors on March 26, 2024.

#### **4.4 SICK LEAVE\*\***

*\*\*See also the collective bargaining agreement.*

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Sick leave will be granted to full-time Employees on the following basis:

**Eligibility and Accrual** Full-time Employees accumulate paid sick leave at the rate of one and one-half (1½) days for each month worked and can accumulate up to a maximum of one hundred twenty-five (125) days. Sick leave may not be used before it is earned. Full-time Employees start to earn paid sick leave from their most recent date of hire, but are not eligible to use paid sick leave until completing thirty (30) days of employment and have worked no less than 160 hours.

**Accrual of Benefits** County benefits that operate on accrual basis such as vacation and sick leave will continue to accrue while an Employee is receiving paid sick leave. Sick leave will accrue during the first thirty (30) days of an unpaid leave of absence.

##### **Use of Sick Leave and Medical Certification**

Sick leave is to be used for your personal non work-related illness, injury, or temporary disability, including pregnancy that prevents you from performing your job duties. Sick leave will be granted for an illness or injury that prevents you from performing your job duties; for acute medical or dental care; or for medical or dental care which cannot be obtained after hours. Medical certification may be required by the respective elected official, the department head, or the Board of Supervisors to determine that an Employee claiming sick leave is unable to work.

Medical certification satisfactory to the County may be required to verify a fitness for duty following the Employee's use of sick leave.

##### **Use of Sick Leave for Family Members**

Sixty four (64) hours of accumulated sick leave may be used to care for an ill child, stepchild, foster child, spouse, or parent during a fiscal year. This leave shall not be cumulative from year to year; can be used for routine medical appointments; and does not add additional earned days to the current sick leave policy.

##### **Notification of Illness**

In the event you must use sick leave, you must notify your supervisor on duty at least one (1) hour before your scheduled reporting time, and indicate the nature of the illness and the expected duration of your absence.

##### **Conversion of Sick Leave**

An Employee who has accumulated the maximum number of sick leave days (125) prior to the start of the month who does not use any sick leave for that month is eligible to convert the twelve (12) hours of sick leave he or she would have accumulated had the Employee not been at the maximum accumulation into three (3) hours of vacation. Employees normally working between thirty-five (35) and forty (40) hours per week are eligible to convert sick leave into vacation at the same ratio of conversion. Sick leave converted to vacation leave shall be used pursuant to the provisions of this handbook on vacation. Sick leave days converted to vacation days will count toward the maximum vacation accumulation allowed.

##### **Termination of Employment**

No payment for accumulated sick leave will be made upon termination of employment.