



**COMMUNICATIONS PERSONNEL  
POLICY/PROCEDURE**

<b>Policy No.</b> 1250	<b>Date Issued:</b> February 17, 1994
<b>Section:</b> 1000 – Personnel Policies	<b>Date Revised:</b> January 1, 2024
<b>SUBJECT: SICK LEAVE</b>	
<b>APPROVED:</b> <u>&lt;signed copy on file&gt;</u> Board Chairperson	

- 1.0 Regular and probationary full-time employees of the Authority shall accrue sick leave in the amount of ten (10) hours per month of service (i.e., 120 hours per year).
- 2.0 Regular and probationary part-time employees shall accrue sick leave on a pro-rata basis according to the number of annual hours assigned.
- 3.0 Temporary part time and per diem employees shall accrue 40 hours of sick leave per year.
- 4.0 Sick leave shall be allowed for non-work related absences due to:
  - 4.1 The inability of an employee to be present or perform the employee's duties because of a personal illness, off-duty injury or confinement for medical treatment.
  - 4.2 Personal medical or dental appointments which are impossible to schedule outside of regular working hours.
  - 4.3 The need to be present during childbirth, surgery, critical illness, injury or death involving members of the immediate family, as defined by Policy No. 1010, Personnel System, paragraph 2.7., for up to forty (40) hours per incident.
  - 4.4 Family sick leave in order to care for a child, parent, spouse, or domestic partner for up to sixty (60) hours per calendar year.
    - 4.4.1 When the employee has applied for and been granted leave under the California Family Rights Act and/or the federal Family Medical Leave Act, use of sick leave in order to care for a child, parent, spouse, domestic partner, or designated person

with a serious medical condition shall not be limited except by the balance of the employee's sick leave bank.

- 4.4.2 The Authority may limit an employee's leave to care for one designated person per a 12-month period.
- 5.0 When accrued sick leave is to be used, an employee will directly notify the on-duty Operations Supervisor of the cause of leave and its probable duration at least two (2) hours prior to their regular scheduled starting time.
  - 5.1 Sick leave shall not be granted unless such report or advance notice has been made; provided, however, that the General Manager may grant an exception to this paragraph when it is determined that the employee's failure to notify was due to extreme circumstances beyond the control of the employee.
- 6.0 The General Manager may require satisfactory evidence of sickness or disability prior to authorizing payment for sick leave hours.
- 7.0 The Authority may also require an employee requesting to return to work after sick leave (or leave of absence for medical reasons) to submit to a medical examination by a physician(s) approved by the Authority for the purpose of determining that such employee is physically/mentally able to perform the essential functions of the employee's former position without hazard to the employee or to fellow employees.
  - 7.1 Such examination(s) shall be at the sole expense of the Authority.
- 8.0 The maximum accumulation of unused sick leave is set at 1000 hours.
  - 8.1 For employees hired after January 1, 2019, the maximum accumulation of unused sick leave is set at 400 hours.
  - 8.2 Sick leave accumulated in any calendar year in excess of the maximum hours shall be paid at the following rates:
    - 8.2.1 Employees with less than twenty (20) years of service - thirty three and one-third (33.33%) percent of such excess.
    - 8.2.2 Employees with twenty (20) years of service or more – sixty six and two thirds (66.66%) percent of such excess.
    - 8.2.3 The balance of such unused sick leave is lost and the sick leave accrual is reduced to 1000 hours or 400 hours (depending on the service date and accumulation as expressed in section 7.1 above) in the last pay period before but not including January 1 of each year.
- 9.0 An employee separating from Authority service, for other than termination for just cause, may receive a sick leave pay-off at the employee's regular pay rate in accordance with the following:

- 9.1 After ten (10) years of service to the completion of the nineteenth (19) year - Thirty three and one-third (33.33%) percent of the accumulated sick leave.
  - 9.2 For twenty (20) years of service or more - Sixty six and two-thirds (66.66%) percent of the accumulated sick leave.
  - 9.3 A retiring employee may elect to waive this benefit and in lieu thereof receive credit for their unused sick leave towards the employee's continued health benefits through the Public Employee's Retirement System (PERS), if such program is available.
- 10.0 All employees may choose the following optional sick leave payout program annually at the end of the calendar year:
- 10.1 Calendar Year Sick Leave Hours Used    Percentage Pay Out of Annual Accrual
- |  |        |
|--|--------|
| 70 to 120 hours                                | 0 %    |
| 30 to 69 hours                                 | 25 %   |
| 0 to 29 hours                                  |        |
| - Employees with less than 20 years of service | 33.33% |
| - Employees with 20 years or more of service   | 66.66% |
- 10.2 For employees electing this option, the sick leave pay out shall occur in December of each year. All hours cashed out (regardless of compensation percentage) will be deducted from the employee's sick leave balance.