

Accumulation of Sick Leave

- a. Sick leave is a benefit given to employees in regular positions and in pay grades 2 and above.
- b. Full time employees earn sick leave at a rate of 1 day per month, or 12 days per year. Part time employees earn pro-rated sick leave on the same basis as full time employees.
- c. Full time employees may accumulate sick leave up to a maximum of 130 days. Part time employees will accumulate sick leave on a prorated basis.
- d. Sick leave begins to accrue at the end of the first full month of employment. For the purposes of accrual of sick leave, rounded calendar months shall be counted. A new employee who begins work on the 15th or earlier of any month shall accrue time retroactive to the first of that month. A new employee who begins work on the 16th or later of any month shall begin accruing time from the first of the following month.
- e. New library employees shall be entitled to use sick leave after six full calendar months of employment.
- f. Sick leave does not accrue while an employee is on an "unpaid" leave of absence.

Use of Sick Leave

- a. Sick leave is designed as an insurance program to protect the wages of library employees in the case of illness or non-job related injuries. It should not be used indiscriminately or without proper justification.
- b. When an employee finds it necessary to use sick leave, the employee should contact his or her supervisor within the first half-hour of the employee's starting time. Whenever possible more advance notice should be given, especially for employees working in public services.
- c. Sick leave shall be charged in increments of one-quarter hour (15 minutes).
- d. Sick leave may be used when an employee must be absent from work because of:
 1. Illness of the employee
 2. Illness of the employee's child or stepchild under age 18 requiring the employee's care, attention, or presence;
 3. Employee's medical or dental appointments that cannot be scheduled during non-working hours. The employee's supervisor must approve these in advance. Documentation of such usage shall be presented to the employee's supervisor upon demand.
 4. Sick leave may not be used for medical appointments of the employee's children except in the case of an emergency or when immediate care is required.

e. An employee may use a maximum of ten (10) days of sick leave per leave year to care for his or her ill children (under age 18).

f. After an injury or illness, which might affect the employee's ability to perform his or her job, the employee may be required to submit a physician's statement granting the employee permission to return to work.

g. If sick leave benefits are used for purposes other than described in this policy, that time will be deducted from the employee's pay. This abuse will be documented and considered during the employee's performance evaluation and merit pay adjustment.

h. The library follows the Wisconsin Family & Medical Leave Act of 1988 and the Federal Family & Medical Leave Act of 1993, which address leave for birth or adoption of a child, and for the serious health condition of the employee or employee's child, spouse, or parent.

Attendance Incentives

a. Employees who have used no sick leave days in any continuous 365-day period will receive two personal days off. Employees who have used only one sick day in any continuous 365-day period will receive one personal day off. Attendance incentives may not be combined to award more than two extra days of floating holiday in a one-year period. These personal days shall be available for use during the next leave year and they must be taken in increments of one-quarter hour. Personal days will not be deducted from the accrued sick leave of any employee.

b. Employees who earn unused sick leave above the 130-day maximum will be paid for the number of excess days accrued at the current per diem rate paid by the City of Janesville.