

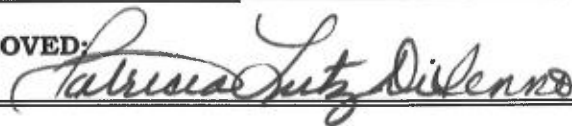
# NEW CASTLE COUNTY

## PERSONNEL POLICY

NUMBER	3.02
PAGE	1 of 2
DATE	09/25/00

**SUBJECT:** SICK LEAVE EXTENSIONS

**APPROVED:**



**OBJECTIVE:** To further define and explain the method by which an employee may request a sick leave extension, the status of benefits as a result of this leave and other information pertinent to obtaining a sick leave extension.

**STATEMENT:** New Castle County encourages employees to bank earned sick leave hours to be used at an appropriate time. However, the County does recognize that in some unexpected cases, an employee may be in need of additional hours. A sick leave extension is an advancement of unearned sick leave which, in the case of an extended illness, may be loaned to employees who meet the requirements for such leave. Sick leave extensions shall run concurrently with the Family and Medical Leave Act, where applicable, if such provisions have not already been exhausted.

Eligibility -- An employee who is in need of an advancement of unearned sick leave must possess the following:

- (1) At least two years continuous service with New Castle County.
- (2) Exhaustion of all earned sick leave, vacation leave, administrative leave with pay and compensatory time.
- (3) A written statement from the attending physician indicating the reason for the extended illness.
- (4) No balance on a previous sick leave loan.
- (5) The overall rating on the most recent performance evaluation must be satisfactory or above.

Method of Request – First Extension -- An employee who is in need of an advancement of up to ten days of unearned sick leave must make the request to the union which will in turn bring the request to the attention of the Chief Human Resources Officer. A copy of the written statement from the physician must be included with the request. A non-union employee may request the sick leave extension directly to the Chief Human Resources Officer through their department general manager. The Chief Human Resources Officer will determine whether or not the employee meets the above eligibility requirements for the extension. If all these requirements are met, the Chief Human Resources Officer shall approve the extension of sick leave.

Method of Request – Second Extension – An employee who is in need of an advancement of up to ten additional days of unearned sick leave must make the request to the union which will in turn bring the request to the attention of the Chief Human Resources Officer. The County Executive must approve any additional sick leave loan beyond the first ten days. A copy of the written statement from the physician must be included with the request. The Chief Human Resources Officer will contact the department general manager or row officer and request background information such as: what is the reason for the request; how long the employee has been with the County; why the employee is out of time; does the employee have a pattern of sick leave abuse/usage; how did the employee get to the point to need to request a loan; what does the employee's attendance record look like for at least the past ten years; and any other pertinent information. Once this information is received, the Chief Human Resources Officer will forward the information to the County Executive.. The Office of Human Resources will communicate to the employee in writing whether the request for a sick leave loan is approved or disapproved.

# NEW CASTLE COUNTY

## PERSONNEL POLICY

NUMBER	3.02
PAGE	2 of 2
DATE	09/25/00

**SUBJECT:** SICK LEAVE EXTENSIONS

**APPROVED:**



Benefit Status -- All benefits will continue while the employee is on the approved sick leave extension. At the conclusion of the approved extension, one of the following will occur:

1. If the employee continues to be too ill to return to work, he or she may request an unpaid leave of absence until such time as he or she is physically able to come back to work as indicated by the physician. Approval of such leave of absence is at the discretion of the department general manager. If the leave of absence is denied, the employee shall be separated from the payroll in accordance with the New Castle County Code.
2. The employee shall return to work after being cleared by the County's medical facility.

Unpaid Leave Procedures and Effects -- For administrative purposes, an employee will not be placed in a non-active payroll status if the length of the unpaid leave is 30 calendar days or less. Effective for such short-term leaves, the payroll processor should mark the time entry reports consistent with the legend. All employee benefits will continue for these periods, except that the employee will not receive sick leave credit for any month(s) in which the employee did not complete a full month of service. For an employee covered by the Local 459 collective bargaining agreement, leave without pay will be counted as an absence for the purpose of determining eligibility for personal leave days in accordance with that agreement.

For unpaid leaves in excess of 30 calendar days, the employee will be treated in accordance with Policy 3.01, Leaves of Absence Without Pay.

Repayment of a Sick Leave Extension: When an employee returns to work and begins to accrue sick leave, one-half day per month will be deducted from that employee's sick balance until the entire sick leave loan has been repaid. It is the responsibility of the employee's payroll processor to submit adjustments on a monthly basis to the Office of Human Resources in order to deduct this leave. The employee may elect to repay the loan in excess of one-half day per month or in a monetary settlement. If the employee elects to repay monetarily, repayment will be at the rate at which the sick leave loan was paid.

An employee who terminates from New Castle County prior to repaying the sick leave loan will reimburse the County for the outstanding balance of the loan. New Castle County reserves the right to withhold severance payment until the debt is satisfied. Employees who die or terminate due to a total and permanent disability are exempt from this provision.

**REQUIRED ACTION:** The Chief Human Resources Officer, department general managers, row officers and payroll processors shall be responsible for the implementation of and compliance with this policy.

Established: 07/14/87  
Revised: 01/01/96  
Revised: 07/01/97  
Revised: 09/25/00