

Warren-Newport Public Library District Staff Manual

307 Sick Leave Benefits

Effective Date: 7/1/2006

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The Warren-Newport Public Library District provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees [working 20 hours or more](#)

Eligible employees will accrue sick leave benefits at the rate of 12 prorated days per year. ~~(1 day for every full month of service). 90 hours for full-time staff working 37-50 hours. Sick leave begins accruing. Sick leave benefits are calculated on the basis of a "benefit year," the 12-month period that begins when the employee starts to earn sick leave benefits. Sick leave is calculated as follows: (the employee's "normal weekly hours" divided by 5 days per week) times 12 days per year = the maximum number of hours of sick leave allowed in the benefit year. Regular full-time employees accrue sick leave benefits at a rate of 7.5 hours per month. Regular part-time employees accrue sick leave benefits as follows:~~

<u>Average Weekly Hours</u>	<u>Monthly sick leave accrual</u>
20	4
20.25 to 22.5	4.5
22.75 to 25	5
25.25 to 27.5	5.5
27.75 to 30	6
30.25 to 32	6.5
32.25 to 35	7
35.25 to 37	7.5

Paid sick leave can be used in minimum increments of [half an hour](#). An eligible employee may use sick leave benefits for an absence due to his or her own illness, injury or medical appointment. In accordance with the Illinois Employee Sick Leave Act (Public Act 99-0841), an eligible employee may also use accrued sick leave benefits gathered for a period of up to six months for an absence due to the illness, injury, or medical appointment of a child, spouse, domestic partner,

Commented [RL1]: We simplified the way that sick leave benefit accrue. Instead of having odd decimal accruals each month for certain employees (i.e., someone working 21 hours accruing 4.2 hours per month), we have rounded up to every half hour. This makes sense as we are proposing that staff must take sick leave in 30 minute increments. This change will make it much easier for us to track and administer sick leave.

Warren-Newport Public Library District Staff Manual

sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent of the employee. Once accrued sick leave has been exhausted, eligible employees are required to utilize any accrued floating holidays or vacation time.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more ~~consecutive~~ days due to illness or injury, a physician's statement ~~must may be required~~ requested to be provided verifying the ~~illness or injury, disability and its beginning and expected ending dates.~~ Such verification may be ~~requested~~ required for other sick leave absences as well, ~~and may be required as a condition for receiving sick leave benefits. If sick leave absences are FMLA-eligible events, employees must notify their supervisor and the Human Resources Associate. FLMA paperwork will be provided. Further more information regarding FMLA leaves can be found in, employees should refer to Policy 601 Leaves of Absence. Employees having an illness or anticipated surgery that will require them to miss more than six days of work should refer to Policy 601 Medical Leave. FMLA policy 601 only covers unpaid sick time, and we should only be offering that if the employee is not eligible for FMLA, otherwise, they should notify supervisor/HR and FMLA paperwork will be provided.~~

Commented [JB2]: I would delete this sentence. Paperwork will be forthcoming upon notification of the HR Associate.

Before returning to work from a sick leave absence of 30 calendar days or more, an employee must provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 240 calendar days (1800 hours) of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and may not be used for any absence other than those described in this policy. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

The Illinois Pension Code (40 ILCS 7/5-139 (a)(8)) allows retiring members to convert unused, unpaid sick time to service credit with Illinois Municipal Retirement Fund (IMRF). Please refer to IMRF for the maximum amount allowed for service credit. Unused sick leave benefit hours cannot be used to bridge service time to retirement age.