

Description: SICK PAY POLICY		Policy Number: 62-148	
	WINNEBAGO COUNTY	Revision Date:	8/10/17
		Issue Date:	8/10/17
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I. POLICY

It is the policy of the County of Winnebago to provide employees sick time with pay based upon the number of hours worked.

II. SCOPE

This policy applies to every employee of Winnebago County, including those of elected officials, if so adopted. Provided, however, that if there are provisions in a collective bargaining agreement that conflict with the provisions of this policy as applied to an employee subject to that agreement, the agreement shall control.

III. GUIDELINES

- Full-time employees shall accrue sick pay at the rate specified in the chart below for each completed month of service, up to the maximum number of hours specified below

Sick Hours Earned per month based on <u>7.5hrs/37.5 wkly</u> 7.5 hours (Max. 1658)	Sick Hours Earned per month based on <u>8/10hrs/40 wkly</u> 8.0 hours (Max. 1768)	Sick Hours Earned per month based on 8.4hrs/42 wkly <u>12hrs/84 bi-wkly</u> 8.4 hours (Max. 1857)
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- Employees shall be allowed to carry over any unused sick pay from year to year of continuous service up to the maximum amount.
- Sick pay is reserved for absences due to incapacitating illness or injury. Sick pay may also be used for scheduled medical and dental appointments; however, employees must attempt to schedule appointments so as not to unduly disrupt the County's operations.
- An employee may use up to one-half of the amount of sick pay earned each year for absences due to an illness, injury, or medical appointment of the employee's child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be

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necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury.

- The rate of pay shall be at the employee's regular straight time hourly rate of pay in effect for the employee's regular job at the time of the incident requiring sick pay.
- Sick pay accumulation may be converted to pension service credits in accordance with Illinois Municipal Retirement Fund regulations. Sick pay accumulation shall not be converted into any other form of compensation. Accrued unused sick pay shall be forfeited at the time of termination of employment or retirement, except as otherwise provided.
- Employees in the Highway Department shall report illness to their supervisor not later than one (1) hour prior to the employee's scheduled starting time on the day they are ill. Employees in continuous coverage departments shall report illness to their supervisor not later than 1.5 hours prior to the employee's scheduled starting time on the day they are ill. All other employees shall notify their supervisor of illness not later than fifteen (15) minutes prior to their scheduled starting time on the day they are ill. All employees shall call their supervisor and report on their condition every working day they are absent, unless in a particular instance, a supervisor excuses an employee from this requirement.
- The County may request, prior to granting sick pay for an absence, evidence which may be in the form of written medical certification for the absence if reasonable grounds exist to suspect abuse or if the absence has exceeded three (3) consecutive work days.
- Abuse of sick time may be grounds for discipline, up to and including termination.