



SICK LEAVE POLICY

13-03

I. PURPOSE AND SCOPE

The purpose of this policy is to provide the procedure and rules for sick leave for employees covered under the Town's Personnel Bylaw.

II. POLICY

A. A benefit-eligible employee of the Town shall be entitled to sick leave with pay in accordance with the following schedule and administrative procedures:

(1) Sick leave is intended to be used to protect an employee's earnings during periods of non-job-related sickness or injury, exposure to contagious disease, when an employee is to undergo medical, optical or dental procedures or of non-job-connected disability, or, at the discretion of the department head, Human Resources Director or Town Manager, for care of an immediate family member (defined as spouse, child, parent, sibling, grandparent or grandchild, in a natural or step relationship or any other relationship between an employee and another person which is characterized by mutual responsibility and support generally associated with familial relationships). An employee shall notify his/her office or department head, or, if there is no other department employee, the Town Manager's office, before the start of the workday of his/her intended absence. An employee shall notify his/her department head, or shall indicate to his/her supervisor that he/she wishes to access an alternate method of disclosure, including HIPAA (Health Insurance Portability and Accountability Act) officer, as early as possible, before the start of the workday of his/her illness, stating the nature of the sickness or injury, the time expected to be incapacitated and when he/she expects to return to work. Failure to notify the department head or Town Manager's office before the starting time, except in unforeseen circumstances, may result in the employee being charged with leave without pay as well as subject to disciplinary action.

(2) Subject to applicable law, the Town may require an independent medical evaluation paid for by the Town where there is a reasonable belief that: 1) an individual's work performance may be affected by a medical condition; 2) an individual is suspected of abusing sick leave.

(3) Every employee must obtain a doctor's certificate for sick leave in excess of five working days in order to receive payment. In addition, if the Town identifies what appears to be a pattern of inappropriate sick leave use, the Town may require an employee to provide a doctor's certificate for each future use of sick leave during the following 12 months, provided the Town first issues a written warning to the employee notifying him/her that if any sick leave is taken during the following 12 months, the Town may require a doctor's certificate.

(4) Abuse of sick leave is subject to disciplinary measures up to and including dismissal.

- (5) Sick leave shall be earned at the rate of one day per month subject to pro-ration.
- (6) Sick leave must be taken on a thirty-minute basis. Sick leave shall not be used to alter an employee's schedule on a regular or recurring basis, except in medically appropriate circumstances, such as chronic conditions which necessitate regular medical treatment. This usage would be similar to the allowance for intermittent leave under FMLA (the Family Medical Leave Act) guidelines.
- (7) Upon an employee's termination, sick leave will not be paid out.

ADOPTED BY THE GROTON BOARD OF SELECTMEN: