



## COUNTY OF ST. PAUL NO. 19

### BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

#### **POLICY OBJECTIVE:**

The County of St. Paul recognizes that its employees are its most valuable resource and wishes to provide employees with sick leave and family medical day benefits.

#### **POLICY STATEMENT:**

- 1) Sick leave allotments will be allocated on January 1<sup>st</sup> of each year and any remaining days at the end of the calendar year cannot be carried forward.
- 2) Employees must notify their immediate supervisor of any illness or family medical day as soon as possible. Employees using sick time for appointments will be deducted on an hourly basis.
- 3) Full-time employees shall be provided with twelve (12) flexible days per year that can be used for sick leave or for family medical care.
- 4) Seasonal employees shall be provided with six (6) flexible days per year that can be used for sick leave or for family medical care. If a seasonal employee works more than six months, they will be provided with one (1) additional sick day for each additional month worked.
- 5) Summer students will be provided with four (4) flexible days per year that can be used for sick leave or family medical care. If a summer student works more than four months, they will be provided with one (1) additional sick day for each additional month worked.
- 6) Landfill operators and librarians will be provided with three (3) flexible days per year that can be used for sick leave or family medical care.

- 7) Part-time employees will be provided with flexible days based on the prorated amount of hours the employee is estimated to work.
- 8) Any new hires will be provided with flexible sick leave and family medical days based on the number of months the employee is estimated to work during their first partial year of employment.
- 9) Any sick leave is based on an eight (8) hour day for salary and hourly Public Works employees and is based on a seven (7) hour day for administration staff. Any sick related leave for landfill and library employees is based on their normal work day.
- 10) Absences exceeding two (2) consecutive working days and including medical leaves of absence may require a medical certificate at management's discretion.
- 11) Any remaining sick leave or family medical benefit days for the calendar year will be automatically cancelled upon resignation or termination from employment.
- 12) Sick leave may be taken in thirty (30) minute increments.
- 13) Any employee exhausting their allotment of sick leave and family medical days, must use overtime and/or holidays should they require additional days to be used for family medical purposes. In certain circumstances, the Chief Administrative Officer or their designee may provide an employee with additional family medical time at their discretion.
- 14) In certain circumstances, the Chief Administrative Officer or their designee may provide an employee with additional sick time at their discretion.