

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



HR-29 Sick Leave Policy

Department: Human Resources

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 STATEMENTS:

1.0 Sick Leave and Family Medical Benefits

- 1.1 Sick and family medical leave allotments will be allocated on January 1st of each year and any remaining days at the end of the calendar year cannot be carried forward. **Unused sick leave allotments will not be paid out at the end of the calendar year or on the conclusion of employment with the County.**
- 1.2 Employees must notify their immediate supervisor of any illness or family medical day as soon as possible.
- 1.3 Sick and family medical leave may be taken in thirty (30) minute increments.
- 1.4 Absences, ~~exceeding two (2) consecutive working days and~~ including medical leaves of absence, may require a medical certificate at management's discretion.

2.0 Allocations

- 2.1 Full-time employees shall be provided with twelve (12) flexible days **of sick leave allotment** per year that can be used for sick leave or for family medical care.
- 2.2 Seasonal employees shall be provided with six (6) flexible days **of sick leave allotment** 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.
- 2.3 Summer students will be provided with four (4) flexible days **of sick leave allotment** 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.

- 2.4 Landfill operators and librarians will be provided with three (3) flexible days of sick leave allotment per year that can be used for sick leave or family medical care.
- 2.5 Part-time employees will be provided with ~~flexible days~~ sick leave allotments based on the prorated number of hours the employee is estimated to work.
- 2.6 Any new hires will be provided with flexible sick leave allotments and family ~~medical days~~ based on the number of months the employee is estimated to work during their first partial year of employment.
- 2.7 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 workday.

3.0 Exceptions

- 3.1 Any employee exhausting their ~~allotment of sick leave~~ allotment 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.
- 3.2 In certain circumstances, the Chief Administrative Officer or their designee may provide an employee with additional sick time at their discretion.

Council Approval: September 11, 2007
Amended: September 14, 2010
Amended: December 8, 2015
Amended: October 10, 2017
Amended: October 8, 2019