

CITY OF CHESAPEAKE, VIRGINIA

NUMBER: 2.21 (21.8)

ADMINISTRATIVE REGULATION

EFFECTIVE DATE: 3/9/05

**SUBJECT: DEPARTMENT OF HUMAN RESOURCES
SICK LEAVE FOR FAMILY ILLNESS**

SUPERCEDES: 1/28/04

I. PURPOSE

To establish guidelines to allow employees, who meet certain requirements, to use accumulated sick leave for the necessary care of immediate family members.

II. DEFINITION

A. “Necessary care and attendance” shall be defined as:

- Medically required care and attendance for an immediate family member who is ill or injured, residing and recuperating in the home of the employee and who requires physical care;
- Transportation of an immediate family member, to physician’s appointments or treatment when the immediate family member cannot or should not (under physician’s orders) drive;
- Employee’s attendance following the birth of a child in order to care for the child; or the employee’s attendance following the placement of a child with the employee for adoption or foster care;
- Medical examinations for employee’s minor children.

Necessary care and attendance shall not be interpreted to mean:

- Attendance at a hospital with an ill immediate family member (hospital is providing care), unless family member requires medical assistance from employee (e.g. blood transfusion);
- Transportation of an immediate family member to physician’s appointment because of convenience (e.g. only one car); or
- Care of well children if spouse or caregiver is ill.

B. “Immediate family member” shall be defined as:

- any member of the employee’s immediate household who resides with the employee at the time of the illness;
- a minor child not residing in the employee’s home as a result of a custody arrangement.

III. ELIGIBILITY

All regular full-time or regular part-time employees.

IV. POLICY

- A. In any one calendar year, an employee shall be permitted to use up to six (6) workdays of accumulated sick leave for the necessary care and attendance of an immediate family member.
- B. In cases where necessary care and attendance is needed following the birth of a child; or following the placement of a child with the employee for adoption or foster care, the employee shall be permitted to use up to an additional ten (10) workdays of accumulated sick leave in a calendar year, for a maximum of 16 workdays.
- C. The intent of this policy is to provide for the necessary care of immediate family members. Department heads are responsible for the review of family illness leave requests. The Director of Human Resources should be consulted in instances which are not clearly addressed.