

Sick Leave

Eligible full-time employees will accumulate sick leave at the rate of eight (8) hours per month with no maximum limit. An eligible employee with accrued sick leave may use such leave for the following:

1. Temporary incapacitating illness or injury;
2. Medical quarantine resulting from exposure to a contagious disease;
3. Medical, dental, or optical examinations or treatments for yourself;
4. Extended illness, temporary disability (minor surgery, maternity) that results in the employee being unable to perform the essential functions of his position as certified by his healthcare provider. In these cases, the healthcare provider must indicate a reasonable return to work date;
5. Illness of a member of the employee's immediate family who requires the employee's personal care and attention as outlined in the Family and Medical Leave Act Policy. For this purpose, immediate family is defined as the employee's spouse, son, daughter, or parent; or
6. Qualifying conditions are outlined in the Family and Medical Leave Policy.

Accumulated sick leave is to be used as outlined above. However, your supervisor may deny your use of sick leave, even if you have an accumulated sick leave balance. Additionally, if sick leave abuse is suspected and verified, your supervisor has the authority to deny your request for sick leave, and other disciplinary action may follow.

Notification Requirements

Notification of the need to use sick leave is the responsibility of the employee. Approval of sick leave for non-emergency medical, dental, or optical appointments should be obtained in advance. In all other instances, you are responsible for notifying your supervisor before the beginning of your scheduled workday on the first day of absence. You must also call your supervisor each subsequent day you will be out on sick leave unless, due to medical reports, your supervisor allows other arrangements for status reports.

You may be disallowed the use of sick leave or may be subject to disciplinary action if you fail to notify your supervisor that you are unable to report to work due to an illness, injury, temporary disability or quarantine.

Verification

An attending physician's statement may be required by your supervisor to verify your appropriate use of sick leave. The attending physician's statement must include the amount of time and duties for which your physician is certifying your inability to perform your job.

If you are on sick leave for an extended period of time, your supervisor may require periodic statements from your physician to confirm your continued inability to perform the essential functions of your job and an estimated return to work date.

It is your responsibility to obtain a copy of the essential functions of your job and provide that information to your physician. All physician statements and associated costs are also your responsibility.

Fit for duty notification

If you have been on sick leave for an extended period of time, a fit for return to duty statement must be supplied to the supervisor upon your return. If the attending physician temporarily limits the job functions you are able to perform upon your return, that information must be discussed with your supervisor and an agreement must be reached prior to you reporting to work.

Illness while on annual leave

When an illness or physical incapacity occurs during the time you are on annual leave, accrued sick leave may be granted to cover the period of illness or incapacity. The use of annual leave will be reduced accordingly, provided your supervisor is informed of your illness. Your supervisor may request you to provide medical documentation and a release to return to work. Failure to present the medical information will preclude the use of sick leave.

Sick Leave Accrual for Part-time Employees

Regular part-time employees accumulate sick leave on a proportional basis in accordance with the amount of time worked based on a normal work schedule.

Sick Leave Benefits Upon Retirement

Employees who retire with fifteen (15) or more years of service under the Service or Regular Disability Retirement provisions, as defined by Virginia Retirement System (VRS), will receive payment for 25% of their unused sick leave balance up to a maximum of \$7,500.

Employees who retire with fifteen (15) or more years of service under the Work-Related Disability Retirement provisions, as defined by VRS, will receive payment for 25% of their unused sick leave balance up to a maximum of \$11,500.

All calculations of this benefit will be based on the eligible employee's rate of pay at the time of retirement.