

Truckee-Donner Recreation and Park District Policy Handbook

POLICY TITLE: Sick Leave
POLICY NUMBER: 206

206.10 This policy applies to all permanent full-time employees, permanent part-time employees, part-time benefited employees, and seasonal/part-time employees.

206.11 Sick leave is defined as absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dentist and doctor appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is provided to the employee's division supervisor.

206.12 Sick leave is not a privilege which an employee may use at his/her discretion, but shall be allowed only in case of necessity. Upon the oral or written request of an employee, an employer shall provide available sick days for the following purposes:

1. An employee's illness or injury.
2. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member. Leaves for this purpose are limited to six (6) working days.
3. An employee's dental, eye or other physical or medical examination or treatment by a licensed practitioner. Leaves for this purpose are limited to eight (8) hours in any one working day. Additional hours may be granted with the General Manager's approval.
4. An employee's treatment and/or to get help as a victim of domestic violence, sexual assault, or stalking.
5. Death in the immediate family. Leaves should not exceed five (5) working days for any one death.

Family Definition: Family member means any of the following:

1. A child, which means a biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis. This definition of a child is applicable regardless of age or dependency status.
2. A biological, adoptive, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child.
3. A spouse.
4. A registered domestic partner.
5. A grandparent.
6. A grandchild.
7. A sibling.

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206.20 Permanent, full-time employees shall earn sick leave at the rate of one (1) working day (8 hours) per month.

Permanent part-time employees shall earn sick leave at the rate of 67% of one (1) working day (5.36 hours) per month.

Seasonal/part-time employees and part-time benefited employees shall earn sick leave at the rate of one (1) hour of sick leave per thirty (30) hours worked.

206.30 Sick leave accrual is unlimited for permanent full-time employees, permanent part-time employees, part time seasonal employees, and for part-time benefited employees.

206.31 Sick leave shall start accruing on the first pay period following the first day of the month following the employee's appointment to an authorized position. An employee that works for 30 days or more within a year in California is entitled to sick leave for prescribed services.

206.40 If the need for sick leave is foreseeable, the employee shall provide reasonable advance notification. If the need for sick leave is unforeseeable, the employee shall provide notice of the need for the leave as soon as practicable.

206.41 Permanent full-time employees, permanent part-time employees, part time seasonal, and part time benefited employees may use all available sick leave during the course of employment.

Sick leave use will correspond with the employee's regular worked hours. For example, if an employee regularly works a 6 hour shift, a day of sick leave would be 6 hours.

Employment years are calculated based on calendar year, January 1 – December 31.

206.42 Permanent full-time employees, permanent part-time employees, and part-time benefited employees may use all available sick leave as it is accrued.

Seasonal/part-time employees are entitled to use sick leave beginning at the 90th day of employment.

206.43 Sick leave can be used in minimum increments of two (2) hours.

206.50 If a total of 240 hours of sick leave have been accumulated, an employee will receive one-half (1/2) hour pay for each hour of sick leave earned in excess of 240 hours, to be paid at the end of each fiscal year, at the discretion of the employee.

206.51 Sick leave is to be compensated at employee's normal hourly rate earned during regular work hours.

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206.60 An employee that separates from the District, and is rehired within one year of the date of separation, shall have the previously accrued and unused sick leave reinstated. The rehired employee shall be entitled to use those previously accrued and unused sick days upon rehire.

206.61 Employer is not required to provide compensation to an employee for accrued, unused sick leave upon termination, resignation, retirement, or other separation from the District, except if in excess of 240 hours of sick leave.

206.70 The amount of sick leave shall be available on the employee's itemized wage statements.

206.80 If an employee receives Workers Compensation payments at the same time they are receiving sick leave payment(s) from the District the employee must turn over all checks received from Workers Compensation to the District.

206.90 Employees may use accrued sick leave to attend to an illness of a child, parent, spouse, or domestic partner of the employee. This leave should not be less than the sick leave amount accrued during six months at the employee's rate of accrual.