



## EL PASO COUNTY DEPARTMENT OF HUMAN RESOURCES

### Sick Leave

Revised Date: ~~August 31, 2020~~ December 14, 2020

#### I. Sick Leave

All full-time, regular non-elected employees who have completed 90 calendar days of full time service are eligible to use accrued sick leave with pay when the employee is unable to perform his duties because of personal medical needs, family care or bereavement, care of an immediate family member with a serious health condition, or adoption-related purposes.

- A) To be eligible for paid sick leave, the employee must notify their supervisor and obtain such approval before sick leave commences. The Department Head may establish internal procedures regarding the notification process they expect employees to comply with.
- B) Departments may require that absences of three (3) consecutive days utilizing sick leave be verified by a licensed physician. The verification, in the form of a certificate or statement, shall be presented to the supervisor upon returning to work.
  - a. A department may require verification for absences of less than three (3) days.
- C) Immediate family member is defined for purposes of this policy as: spouse, registered domestic partners, children, parents, grandparents, grandchildren, siblings, guardianship relationship, and in-laws and step/half relationships within the same degree.

~~D) Once notice of separation is given, the employee may not take leave without prior approval from the Department Head or their designee. Use of accumulated sick leave may not be authorized after written notice of separation of employment has been provided.~~

E) D) In the event the employee's sick leave balances are depleted, the employee may qualify for sick leave donations in accordance with the County's Sick Leave Pool program.<sup>1</sup>

#### II. Accrual Rates

- A. Sick leave is accumulated from the date of employment for all full-time regular, non-elected, non-collective bargaining employees at the rate of 4.6153 hours per pay period. (120 hours per year.)
- B. Maximum accumulation is 720 hours (90 days).

#### III. Performance Evaluations

Departments may choose to link non-protected<sup>2</sup> employee absences due to sick leave to their performance evaluations. While departments retain discretion to establish internal procedures regarding acceptable absence standards, a recommended matrix is below:

Exceeds Standards rating:	0 to 64 hours
Meets Standards rating:	64.01 to 120 hours
Below Standards rating:	120.01+ hours

<sup>1</sup> See the County's Sick Leave Pool policy for further details.

<sup>2</sup> Protected sick leave refers to that which is protected by FMLA, ADA, Workers' Compensation or any other legally protected time.