

## HELEN M. PLUM MEMORIAL LIBRARY

### **P-10 Sick Time – Paid**

Adopted by the Library Board of Trustees, August 20, 2024.

Paid sick time is intended to provide uninterrupted pay during the illness of an employee or family member whether direct or in-law, defined as a parent, child, spouse, partner, sibling, grandparent, grandchild, sibling of a parent, or a person who lives with the employee.

When sick time is needed, an employee must notify their manager (or the Library if their manager is unavailable) as soon as possible. During a period of sick leave, an employee is expected to maintain regular contact with their manager to provide an updated status.

### **Use of Sick Time – Paid**

- Sick time is accrued from date of hire and once accrued, can be used immediately.
- No sick time will be paid in advance of accrual.
- Days accrued for sick leave may not be taken as vacation.
- If an employee becomes ill while taking pre-arranged vacation time off, they may substitute paid sick time for the original paid vacation time with the approval of their manager.
- Sick time may be taken for visits to a healthcare provider which cannot be arranged on the employee's own time provided arrangement is made in advance with the employee's manager.
- An employee may be required to provide documentation from a healthcare provider to verify the need for time off work. This verification may be requested for time off consisting of three consecutive days or more. Records of medical verifications for time off will be kept separately from the employee's regular personnel file and are considered strictly confidential.
- Sick time will not be earned during an unpaid leave of absence.

### **Sick Time Accrual Rate**

Paid sick time is earned at a rate of 0.0461538 x hours worked.<sup>1</sup>

The paid sick time accrual rate for full-time and regular part-time employees is the same. The paid sick time hours earned are relative to the hours worked.

### **Full-time employees**

- Accrue sick time at the rate of 3.4615385 hours per pay period (75 hours worked x 0.0461538 accrual rate = 3.4615385 paid sick time hours earned)
- Full-time employees earn 90 hours paid sick time per year over 26 pay periods, equivalent to an average of one 7.5-hour day per month.

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<sup>1</sup> This rate is calculated based on full-time employees earning 90 hours of paid sick time annually over 26 pay periods to average one 7.5-hour day earned per month.

- Full-time employees can accrue a maximum of 1950 hours (260 days) of paid sick time over the duration of employment.

#### **Regular Part-Time Employees**

- **Eligible and non-eligible part time employees** accrue sick time at  $0.0461538 \times$  hours worked in a pay period.
- **Eligible part-time employees** (working 1000 hours or more annually) can accrue a maximum of 1456 hours sick time over the duration of employment.
- **Non-eligible part-time employees** (working less than 1000 hours annually) can accrue a maximum of 1040 hours of sick time over the duration of employment.

#### **Substitute and Seasonal Employees**

Substitute and seasonal employees do not earn paid sick time.

#### **Termination of employment**

Upon voluntary or involuntary termination of employment, no payment will be made for unused paid sick time.

Unused paid sick time for employees participating in IMRF (Illinois Municipal Retirement Fund) will be reported to IMRF when an employee leaves employment.