

## Bartholomew County Public Library Personnel Manual

### 4. VACATIONS, ILLNESS, HOLIDAYS, TIME OFF

#### 4. B. Medical Leave / Sick Days

Part-time employees are ineligible to earn medical leave with pay, but may participate in the Sick Leave Bank Program when special circumstances warrant. The expectation is that medical appointments would not be covered by the Sick Leave Bank program, but are scheduled around the part-time employees work schedule.

Medical leave is calculated on the basis of one day per month for full-time employees with a maximum of twelve work days per year, cumulative to 120 work days.

Sick time accrued during the current month is not available for use until the first day of the next month. The amount of paid medical leave that can be taken by an employee is limited to the medical leave already earned.

A new full time employee begins accruing sick time during the first full calendar month following the employment date. There is no prorated sick time earned for the period worked prior to the first full month of employment.

Sick time for full time, nonexempt staff may be used in increments of 15 minutes. Full time, exempt employees need only to use sick time in one hour increments.

Sick time/Medical leave is granted for:

- Physician, dental, or vision care appointments
- Personal illness (which includes pregnancy)
- Disability that prevents attendance at work
- Illness of a relative.
  - Relative is defined as father, mother, brother, sister, husband, wife, child, father-in-law and mother-in-law; also included is any person in loco parentis, or one living in the same household as a member of the family.
- Other allowances may be granted with permission from the Library Director.

When medical leave has been expended, vacation allowance will be applied toward additional medical leave time. (See Section 4.C. Extended Illness or Disability in this Personnel Manual.)

Illness during a vacation, holiday, or day off cannot be counted as medical leave.

Accumulated medical leave cannot be used to extend an employee's resignation/termination date.

During a public health emergency, as declared by the Library Director, a part-time or full-time employee that is mandated to be quarantined for a specific illness will be paid for the time they were scheduled to work. The employee must provide documentation of the diagnosis and quarantine restrictions. This leave will be taken from the Sick Leave Bank.

In order to prevent the spread of germs and illness, supervisors have the discretion to send home an employee who has reported to work while suffering from illness in its contagious stage, or when the employee is too ill to do their work satisfactorily.