

# Dixon Public Library District

## POLICY AND PROCEDURE HANDBOOK

**POLICY TITLE:** Sick Leave  
**POLICY NUMBER:** 3040

**3040.1** This policy will apply to probationary and regular employees in all classifications.

**3040.2** 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 will be subject to sick leave provided prior notice is provided to the employee's supervisor and the District Librarian or the Administrative Support Manager.

**3040.3** Full time regular employees will earn sick leave at the rate of one (1) working day per month. Regular part-time employees working twenty (20) or more hours per week will receive a pro-rata allocation of sick leave

**3040.4** Sick leave is accrued at the start of each month. Sick leave continues to be accrued during any paid leave and during holidays. There is no limit to the amount of sick leave credit which can be accrued. Upon termination, resignation or retirement, employees shall receive no payout for accrued sick leave other than that required by federal or state law.

**3040.6** Sick leave is not a privilege that an employee may use at his/her discretion, but will be allowed only in case of necessity and actual sickness or disability of the employee, or because of illness in his/her immediate family.

**3040.6.1** The definition of "immediate family" will be the same as specified in § 3050.4.

**3040.6.2** An employee may use up to forty-eight (48) hours of sick leave in a calendar year to handle the disruption of regular childcare provider services to a dependent in his/her immediate family.

**3040.7** In order to receive compensation while on sick leave, the employee will notify his/her supervisor prior to the time for beginning the regular work day, or as soon thereafter as practical.

**3040.8** . A medical release from the treating physician is required for all absences of three (3) or more work days, regardless of the sick leave balance; however the Library District reserves the right to request a medical release form for any absence taken.

**3040.9** Illness while on paid vacation will be charged to sick leave rather than vacation only under the following conditions:

- 3040.9.1** The illness or injury of the employee was of a nature that would preclude the effective use of vacation and would prevent the employee from performing his/her normal work duties. A physician's statement is required.
- 3040.9.2** The employee must notify the Administrative Support Manager within four (4) calendar days of the beginning of the illness or prior to the end of his/her vacation leave, whichever is sooner, to request that his/her illness on vacation be charged to sick leave.
- 3040.9.3** The Library District will be under no obligation to extend the vacation beyond the originally scheduled vacation ending date.
- 3040.10** A pregnant employee will be permitted to work as long as she is able to safely perform the duties of her position as recommended by her attending physician.
- 3040.10.1** A pregnant employee will be allowed to be absent for the period during which, in the opinion of her attending physician, she is temporarily disabled because of pregnancy, miscarriage, abortion, childbirth and recovery. The total absence for disability leave may not exceed the amount of time specified by law and certified by the attending physician.
- 3040.10.2** At the completion of the disability leave the employee may request leave under the provisions of the California Family Rights Act and/or California Family Medical Leave Act. The total absence for family medical leave may not exceed the amount of time specified by law.
- 3040.10.3** The employee may use sick leave and vacation for physician-certified disability absences and/or California Family Rights Act and/or California Family Medical Leave Act absences and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.
- 3040.10.4** An employee returning to work at the end of disability leave and/or California Family Medical Leave Act absences will return to the same position or a comparable position with no loss of salary or benefits.
- 3040.11** All employees are eligible to request leave under the provisions of the California Family Rights Act and/or California Family Medical Leave Act.
- 3040.11.1** When an employee elects to use the provisions of the California Family Rights Act and/or California Family Medical Leave Act the time absent runs concurrently with the Federal Family Medical Leave Act for a maximum of twelve (12) weeks.
- 3040.11.2** The employee may use sick leave and vacation for the California Family Rights Act and/or California Family Medical Leave Act and shall be granted leave of absence without pay to the extent required to reach the amount of time specified by law.

**3040.11.3** An employee returning to work at the end of a California Family Rights Act and/or California Family Medical Leave Act absence will return to the same position or a comparable position with no loss of salary or benefits.

Adopted 02/27/2006