
St. Andrews Parish Parks & Playground Commission

Policy Manual

Section: 4 **Topic:** Sick Leave

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SAPPPC provides full time staff members with paid sick leave in order to maintain the health of its staff.

All full time staff members accrue sick leave at a rate of one day for each calendar month of service. Sick leave may be accrued without limitation; however, no payment for unused sick leave will be paid upon separation of employment.

Sick leave is a privilege which should only be used for sickness, injury or medical appointments of staff members or their immediate families. The birth of a child is also a valid use. Immediate families for the purposes of this policy include the staff member's spouse or common law equivalent, children, and stepchildren living in the same home as the staff member. Parents may be included if they are the direct responsibility of the staff member. Leave for medical appointments can include only the time taken by the appointment and the direct travel time to and from the medical facility.

Sick leave may also be used if a staff member has been exposed to a quarantinable disease.

Sick leave may be taken in increments of one hour.

Any full time staff member who does not use sick leave for a period of six consecutive months (periods are set from April to October and October to April) will receive one extra day of annual leave. The Human Resources Director will track this time; however, it is the responsibility of the staff member to notify the Human Resources Director if he feels he has been overlooked.

Since SAPPPC depends heavily on its staff members, any staff member who is sick must advise his supervisor as soon as possible, before or by the start of his scheduled work day. Any staff member who knows in advance that he will need paid or unpaid sick leave should notify his supervisor as soon as he becomes aware of the need. In all cases in which a staff member knows of this need ahead of time, it is the responsibility of the staff member to find a substitute to cover his shift.

In cases of extended illness, the staff member must keep his supervisor informed of his progress. For periods of sick leave of two or more consecutive working days, a written physician's statement is required. Frequent or patterned sick leave may also be a basis for requiring a

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physician's statement for any sick leave used.

Vacation time and sick leave will continue to accrue during authorized, paid sick leave. Vacation time can be used in lieu of sick leave.

Staff members who take Family Medical Leave Act (FMLA) leave, unless they are receiving workers compensation or disability benefits while on FMLA leave, must use any sick leave they have accrued simultaneous with their FMLA leave. Under the FMLA, different definitions, requirements, and conditions may apply for which sick leave may be used. In those cases, FMLA rules take precedence over this policy. Staff members who would like more information should first consult our FMLA policy, and bring any remaining questions to the Human Resources Director.

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