

**Camden County Library District
Policy Manual
Section 1. Employees
Subsection 10. Sick leave**

SICK LEAVE

Sick leave allows the employee to be absent from work due to illness and temporary disability and still receive pay.

Full-time employees accumulate sick leave at the rate of one (1) day per month of service, up to a total of 90 days.

Part-time employees shall be granted sick leave pro-rated on 40 hours per week, accumulation also pro-rated based upon full time (90 days) as follows:

38 hrs. per week = 7.6 hrs. per mo. = 85.5 days accumulation
36 hrs. per week = 7.2 hrs. per mo. = 81 days accumulation
31 hrs. per week = 6.2 hrs. per mp. = 69 days accumulation
32 hrs. per week = 6.4 hrs. per mo. = 72 days accumulation
28 hrs. per week = 5.6 hrs. per mo. = 63 days accumulation
25 hrs. per week = 5 hrs. per mo. = 56 days accumulation
24 hrs. per week = 4.8 hrs. per mo. = 54 days accumulation
20 hrs. per week = 4 hrs. per mo. = 45 days accumulation
16 hrs. per week = 3 hrs. per mo. = 36 days accumulation
12 hrs. per week = 2 hrs. per mo. = 24 days accumulation
8 hrs. per week = 1 hr. per mo. = 12 days accumulation

Sick leave with pay is not granted during the first month of the probationary period. However, sick leave accrues from the date of hire.

If an employee is ill or disabled for a greater number of days than he/she has earned, he/she may get advanced leave with approval from the Director. Approval will be given based on the employee's work record and on his/her ability to return to work for long enough to earn the days, which were advanced.

Employees who are ill/off work for more than three (3) days must have seen their doctor and present proof of having done so.

Employees who experience major surgery or illness must obtain a release from their doctor saying they have recovered sufficiently and are well enough to come back to work without further detriment to their health and well-being.

Full-time employees may use sick leave time for appointments with a doctor or dentist with prior approval from employee's supervisor.

Sick leave may be claimed for the illness of a dependent – dependent status to be determined by the Director.

If an employee completes a full calendar year without taking sick leave, he/she is entitled to two (2) additional vacation days to be taken during the following year.

At termination of employment, payment for unused sick leave time will not be made.