

**POLICY 504  
SICK LEAVE**

**Effective 12-15-2019, Resolution No. 044-19**

It is the policy of Johnson County Government to provide defined amounts of paid sick leave to full-time regular, part-time partial-plus, and part-time partial benefits employees during periods of illness or injury or to attend to health-related matters. Sick leave is provided at the sole discretion of the County and may be modified, revoked, suspended, or terminated without notice by of the Board of County Commissioners.

**Accrual**

Sick leave is accrued according to the following schedule except that employees will not accrue sick leave hours:

- On the third pay date of any month with three pay dates.
- When an employee is on unpaid leave.
- When the employee’s accrued leave balance is at or above the maximum accrual cap, subject to exceptions for certain employees hired prior to January 1, 2020, as set forth below.

Accruals will be credited on the last day of each of the first two pay periods that end in each calendar month.

<b>Employee Classification</b>	<b>Accrued Per Pay Period (24 Pay Periods)</b>	<b>Maximum Annual Accrual</b>	<b>Maximum Accrual Cap</b>
Part-time Partial	2 hours	48 hours	320 hours
Part-time Partial-Plus	3 hours	72 hours	480 hours
Full-time Regular (40 hr/wk or 12-hr shifts)	4 hours	96 hours	640 hours
Full-time (24-hour shift)	6 hours	144 hours	850 hours

**Med-Act Full-time Regular Employees (Non-Exempt 24/7) - Accelerated**

<b>Benefit Type</b>	<b>Accrued Per Pay Period (24 Pay Periods)</b>	<b>Maximum Annual Accrual</b>	<b>Maximum Accrual Cap</b>
Full-time (24-hour shift) Med-Act 2829 Schedule	6.50 hours	162 hours	850 hours

Amended Resolution 067-19; Adopted 12/12/2019

**Use of Sick Leave**

Employees will be eligible to use sick leave in the first pay period after hours have been accrued. Employees may only use the amount of sick leave hours accrued. Sick leave may not be advanced. Exempt employee sick leave balances will be debited in half-day or full-day increments. Non-exempt employee balances will be debited in ¼-hour increments.

Sick leave will be paid at the employee's base rate of pay in effect at the time sick leave is used. Sick leave hours will not count as hours worked for the purposes of calculating overtime. The County Manager may establish additional conditions for the use of sick leave.

### **Special Use Rules for Med-Act Personnel**

Non-exempt Med-Act paramedics, lieutenants, and captains may utilize an additional one-half hour of their accrued and unused sick leave when such leave is taken for regularly scheduled worktime which would have been overtime, and thus compensated at one and one-half times the regular rate of pay, if the employee had in fact worked those hours. This voluntary option allows employees to avoid a loss in annual income from scheduled overtime resulting from their use of sick leave. No employees other than Med-Act paramedics, lieutenants, and captains scheduled annually to work 2829 hours or in excess thereof, may make use of this specific policy variance.

### **Payout of Accrued and Unused Sick Leave Hours**

Subject to date of hire conditions set forth below, employees will be entitled to payment of 20% of accrued and unused sick leave when the employee has successfully completed the Introductory Period and separates from employment "in good standing" or transfers into a position that is not eligible for sick leave benefits. The remaining balance of 80% will be eliminated. Payment will be at the employee's base rate of pay at the time of payout.

If an employee is rehired within three years of separation in good standing, credited sick leave accruals, less any hours paid out on separation, will be reinstated up to the maximum accrual cap. For purposes of this policy, the employee's re-hire date will be deemed the hire date. "Hired" means the first day of work. If an employee was previously employed by the County, "hired" means the first day of work after the last gap in employment.

#### ***Employees hired before January 1, 2020***

Employees hired prior to January 1, 2020, and whose sick leave payout is included in their KPERS Final Average Salary (FAS) calculation at the time of retirement, are not subject to the maximum accrual caps, and are entitled to payout of 20% of all accrued and unused sick leave, provided they have met the other requirements for payout.

Employees hired prior to January 1, 2020, whose sick leave payout is not included in their KPERS FAS calculation, and whose accrued sick leave balance on January 1, 2020, exceeds the maximum accrual caps, may continue to accrue and use sick leave hours without regard to the maximum accrual cap. However, if the employee's sick leave balance ever falls below the maximum accrual cap, the employee will be subject to the cap from that point forward. Upon separation or transfer into a non-benefits-eligible position, these employees are entitled to payout of 20% of the lesser of their accrued sick leave balance as of December 14, 2019 (the end of the last pay period of 2019) or their accrued balance at the time of separation or transfer, provided they have met the other requirements for payout.

All other employees hired prior to January 1, 2020, are subject to the maximum accrual caps. These employees are entitled to payout of 20% of their accrued sick leave balance at the time of separation or transfer into a non-benefits-eligible position, provided they have met the other requirements for payout.

#### ***Employees hired on or after January 1, 2020***

Employees hired on or after January 1, 2020, will not be eligible for the 20% sick leave payout at separation or transfer until the employee has completed five consecutive years of service with the County in either a benefits-eligible or non-benefits-eligible position.