

LAKE COUNTY

BOARD OF COUNTY COMMISSIONERS

POLICY

Title: Sick Leave Bank

Number: LCC-75

Cancels: Policies & Practices Employee Manual, Sect. 20 - Sick Leave Bank Program, approved Sept. 7, 1999.

Approved: 11/07/06

I. OBJECTIVE

To establish a plan to allow full-time employees of the County to participate in a sick leave bank which may be used upon depletion of their sick and other leave credits.

II. DIRECTIVES

The Sick Leave Bank Program is a voluntary program designed to provide participating employees with additional leave credits in the event of personal catastrophic illness and/or injury. Catastrophic illness or injury includes, but is not limited to life threatening conditions requiring in-patient hospitalization, surgery, or extended medical treatments and rehabilitation.

A maximum of 240 hours per year, per participating member, will be considered. A second withdrawal in the amount of 240 hours will be considered on a case-by-case basis. Employees must use sick bank time within six months from the date on which they start using time.

Requests for sick leave bank withdrawal must be accompanied by documentation from a physician or healthcare provider justifying the need for the leave. In addition, each occurrence of intermittent use of approved sick leave bank withdrawal must be documented by the employee's attending physician or health care provider.

The County Manager shall establish procedures to implement this policy.

Number: LCC-75
Approved: 11/07/06
Page: 2

III. RESERVATION OF AUTHORITY

The authority to issue or revise this Policy is reserved to the Board of County Commissioners.

Catherine C. Hanson, Chairman
Board of County Commissioners
Lake County