Purpose - This policy incorporates and interrelates the concepts of sick leave and extended medical leave, providing continuation of pay and benefits when an employee is forced to be absent because of a non-work-related personal illness or injury.

Eligibility – Full-time and part-time employees begin accruing sick leave credits immediately upon hire. Temporary and casual employees are not eligible for paid sick leave.

Sick Leave Accrual – Eligible employees accrue sick leave days at a rate of one day per month.

Maximum Accrual - Association employees may accrue a maximum number of 200 working days of sick leave, based upon the employee’s standard workweek.

Proper Use of Sick Leave - Sick leave cannot be taken before it is accrued. Sick leave is provided to protect employees against financial hardship during illness or injury. An employee may use sick leave credits for personal injury or illness that inhibits the employee’s work. Sick leave is also available for planned, routine medical or dental appointments needed to maintain the staff member’s good health. Note: When possible, routine medical and dental appointments should be arranged to minimally impact the Association’s work requirements.

Health Care Leave - Up to three days of accumulated sick leave may be used each fiscal year to care for an illness of a member of the immediate family, a dependent, or a member of the immediate household. If an employee uses less than three days in a fiscal year, unused health care leave remains part of accumulated sick leave.

Accrual During Leaves of Absence - An employee will accrue sick leave credits while on a paid leave of absence that does not exceed 20 consecutive calendar days. When a staff member (exempt or non-exempt) is on a paid leave (for other than vacation) for more than 20 consecutive calendar days, sick leave ceases to accrue. The 20 consecutive calendar days are counted from the first day of absence. Employees will not accrue sick leave credits while on an unpaid leave of absence.

Medical Verification – The Association may require medical verification of an employee’s absence if it perceives that the employee is abusing sick leave, or has used an excess amount of sick leave, or when an employee is absent for more than five consecutive workdays due to an illness or injury before sick leave is paid. If an employee is on an authorized medical leave of absence, the provisions of the Family and Medical Leave Policy shall apply.
**Abuse of Sick Leave** - An employee who, after investigation, is found to have abused the use of sick leave or falsifies supporting documentation, will be subject to disciplinary action, up to and including termination.

**Recording of Sick Leave Accruals** - The Association is responsible for maintaining sick leave accrual records for its exempt and nonexempt staff and for ensuring the accuracy of those records. Supervisors should review sick leave usage and accruals periodically. Accrued sick leave totals should be reviewed periodically with staff for verification.

**Transfer Of Accumulated Sick Leave Credits** - Association staff members transferring to another Association may negotiate the transference of sick leave.

**Extended Sick Leave** – Employees should also review Association Policy 606 in reference to the Extended Medical Leaves.

**Separation from Employment** - An employee whose employment with the Association is terminated for any reason, including retirement, will not receive cash payment for unused sick leave. Sick leave may not be taken after the last day worked.

**Sick Leave Conversion Program** – Covered employees are eligible for a retirement benefit that allows eligible retirees to convert unused accumulated sick leave (up to 200 days) into a dollar credit. This dollar credit is then applied toward the payment of the employee contributions required for post-retirement health insurance coverage. Covered employees include regular full and part-time employees who:

- Retire at age 55 or older with ten or more years of credited service;
- Participate in an association health insurance plan at the time of retirement; and
- Have unused accumulated sick leave at the time of retirement.

**Retirement Credit** – The Retirement and Social Security Law allows certain tiers of NYSERS credit for a maximum of 165 days credit towards service. **Note:** The federal retirement program is not eligible for this credit.