

CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ST. LAWRENCE COUNTY HUMAN RESOURCES POLICY MANUAL

Section:	Absence Guidelines
Subject:	Sick Leave
Policy:	Local
Code:	604
Date of Adoption by BOD:	May 25, 2023
Effective Date:	June 1, 2023

Eligibility - Full-time, part-time, and benefits-eligible temporary employees begin accruing Sick Leave credits immediately upon hire. Non-benefits eligible temporary employees are not eligible for paid Sick Leave.

Federal/State Requirements - Federal and/or state grants and contracts may require specific rules be followed for certain individuals employed as a result, regarding use and/or payout of earned leave time. In these cases, Cornell Cooperative Extension of St. Lawrence County will adhere to those federal and/or state regulations, and those regulations will override Cornell Cooperative Extension of St. Lawrence County's existing Sick Leave policy where appropriate.

Proper Use of Sick Leave - Sick Leave cannot be taken before it is accrued. An employee may use Sick Leave credits for personal injury or illness that inhibits the employee's work as well as for immediate family. For the purpose of this policy an immediate family member is defined as the employee's spouse, domestic partner, child, stepchild, parent, stepparent, grandparent, grandchild, sibling, stepsibling, mother-in-law and father-in-law. 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. Non-exempt employees may use Sick Leave in one hour increments. Exempt employees may use Sick Leave in half day increments.

Sick Leave Accrual - Full-time employees accrue one day of Sick Leave per month. Part-time and benefits-eligible temporary employees are credited with pro-rated sick leave based on the scheduled number of hours the employee works in a workweek.

Maximum Accrual - Association employees may accrue a maximum number of 224 working days of Sick Leave, based upon the scheduled number of hours the employee works in a workweek.

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 - An employee who is absent from work for more than three consecutive workdays due to illness or injury may be required to provide documentation from the employee's health care provider verifying that the employee is unable to work. Medical documentation may also be required for certain shorter absences as permitted by government regulation, if it is suspected that the employee has developed a pattern of Sick Leave use or an excessive amount of Sick Leave has been used. If an employee is on an authorized leave of absence in accordance with the Family and Medical Leave Policy (See code 608) the medical certification provisions of the policy apply. Failure to produce the medical

certification may result in an employee receiving the time off without pay and/or jeopardize continued employment with the Association.

Upon return to work, the employee may also be required to provide a medical statement from the employee's health care provider indicating that the employee is able to return-to-work and any work restrictions. In the event work restrictions are indicated, the Association reserves the right to evaluate if the restrictions can be reasonably accommodated (See code 401/402 Equal Employment Opportunity/Americans with Disabilities Act).

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.

Separation from Employment - An employee whose employment with the Association is terminated for any reason will not receive 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 credit. The 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.

The Sick Leave conversion program is a benefit provided through the New York State Health Insurance Program (NYSHIP), and remains in effect to the extent that the state continues to offer the program.